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CITY AND COUNTY OF SAN FRANCISCO

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ALBERT C. WALKER
EXECUTIVE OFFICER

MEMORANDUM

CSC No. 97-10

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Date: November 18, 1997

To: Department Heads
Personnel Officers
Employee Organizations

From: Albert C. Walker
Executive Officer

Subject: **Civil Service Commission Meeting Schedule for Calendar Year 1998**

At its meeting of November 17, 1997, the Civil Service Commission adopted a meeting schedule for Calendar Year 1998. The Commission's purpose in adopting an official projected meeting schedule is to facilitate planning and scheduling for those parties and agencies having business before the Civil Service Commission. A copy of that schedule is printed on the reverse of this memorandum.

If you have any questions concerning the meeting schedule, please call me at 252-3250.

CIVIL SERVICE COMMISSION

Albert Walker

ALBERT C. WALKER
Executive Officer

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

CIVIL SERVICE COMMISSION
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EXECUTIVE OFFICER

Civil Service Commission Meeting Schedule
Calendar Year 1998

Date	Time	Location
January 5	2:00 p.m.	Room 428, Veterans Building
January 19	Canceled due to Martin Luther King Jr. Day Holiday	
February 2	2:00 p.m.	Room 428, Veterans Building
February 16	Canceled due to President's Day Holiday	
March 2	2:00 p.m.	Room 428, Veterans Building
March 16	2:00 p.m.	Room 428, Veterans Building
April 6	2:00 p.m.	Room 428, Veterans Building
April 20	2:00 p.m.	Room 428, Veterans Building
May 4	2:00 p.m.	Room 428, Veterans Building
May 18	2:00 p.m.	Room 428, Veterans Building
June 1	2:00 p.m.	Room 428, Veterans Building
June 15	2:00 p.m.	Room 428, Veterans Building
July 6	2:00 p.m.	Room 428, Veterans Building
July 20	2:00 p.m.	Room 428, Veterans Building
August 3	2:00 p.m.	Room 428, Veterans Building
August 17	2:00 p.m.	Room 428, Veterans Building
September 7	Canceled due to the Labor Day Holiday	
September 21	2:00 p.m.	Room 428, Veterans Building
October 5	2:00 p.m.	Room 428, Veterans Building
October 19	2:00 p.m.	Room 428, Veterans Building
November 2	2:00 p.m.	Room 428, Veterans Building
November 16	2:00 p.m.	Room 428, Veterans Building
December 7	2:00 p.m.	Room 428, Veterans Building
December 21	Canceled due to the various Winter holidays.	

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COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

AGENDA

Regular Meeting
of
January 5, 1998

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

3:00 p.m.

EMPLOYEE SEPARATIONS AGENDA

COMMISSIONERS' NEW BUSINESS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

> If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda.*
>
> If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.
>
> For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

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For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
January 5, 1998
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) **MINUTES**

Special Meeting of November 17, 1997

Regular Meeting of December 1, 1997

(3) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of request for approval of proposed personal services contracts. (File No. 0504-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-97/98	Public Transportation	$4,000,000	To provide review of contractor's moving block sign system design and system safety program. To provide implementation, testing and assistance for the Advanced Train Control System Project for the MUNI Metro Subway System.	Regular	12/31/01
4077-97/98	City Administrator	$125,000	To provide engineering and financial cost consulting services to the Solid Waste Management Program, Department of Public Works and the Refuse Collection and Disposal Rate Board.	Regular	12/31/00
4078-97/98	Public Works	$200,000	To provide AutoCAD base map management services for Golden Gate Park projects which include supplying as-needed preliminary Contract Area Layouts and other map sheets; maintain and implement AutoCAD standards and symbol library; provide base map user support.	Regular	02/28/01
4079-97/98	Airport Commission	$300,000	To conduct surveys of current customer service problems, develop and implement an action plan, and follow up with an analysis of the new system.	Regular	11/30/00
4081-97/98	Mayor's Business and Economic Development - Treasure Island	$75,000	To coordinate and facilitate the participation of community-based homeless service organizations in the development of the Homeless Assistance Component implementation plans on Treasure Island.	Regular	09/30/98
4082-97/98	Public Health	$3,000,000	To respond to tasks and maintenance projects. accreditation support, and emergency labor requirements that are beyond the in-house staffing levels.	Regular	06/30/99

File No. 0504-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4083-97/98	Mayor's Office	$1,500,000	The Mayor's Office of Protocol will foster the City's goodwill and promote the City's economy. The committee will develop relationships with domestic and foreign political and business leaders.	Regular	12/31/98
4084-97/98	Public Utilities Commission	$74,000	Provide engineering analysis to support the MOU negotiations between the City and County of San Francisco and the Department of Fish and Game.	Regular	10/31/97
4085-97/98	Human Resources	$150,000	To review and sort medical claims by service codes, claim types and providers; compare claimants' records to verify eligibility; compare provider against preferred provider organizations; confirm fees or adjust as appropriate; enter into claims system.	Regular	06/30/98
200-94/95	Public Utilities Commission	Increase Amount $70,000 New Amount $752,240	Provide as-needed historical consulting services and research. In addition, maintain, gather and archive materials related to the history of Hetch Hetchy Water and Power and the San Francisco Water Department.	Regular	12/31/98
2018-95/96	Public Health	Increase Amount $1,000,000 New Amount $1,200,000	Will design and evaluate new non-clinic based behavioral interventions to reduce African American youth's risk of exposure to and infection with STD/HIV.	Continuing	12/31/01
302-94/95	Public Health	Increase Amount $652,070 New Amount $1,956,210	To evaluate the effectiveness of non-invasive chlamydia diagnostic tests, identify risk factors associated with recurrent chlamydia infection in women, and monitor infertility health-related events through expanded STD surveillance.	Regular	09/29/00
4080-97/98	Public Utilities Commission	Increase Amount $54,000 New Amount $317,500	To provide specialized consulting services related to litigation and flood damage for the City Attorney's Office.	Regular	12/31/98
4114-96/97	Public Utilities Commission	Increase Amount $20,500 New Amount $108,500	Consulting services to assist the City Attorney, Hetch Hetchy Water and Power, and the San Francisco Water Department on matters related to water supply impacts on fisheries.	Regular	12/31/98

File No. 0504-97-8 (cont.)					
PSC#	**Department**	**Amount**	**Type of Service**	**Type of Approval**	**Duration**
4125-96/97	Public Utilities Commission	Increase Amount $255,570 New Amount $444,612	Completion of final phase of Comprehensive Watershed Management Policy and Plans.	Regular	10/31/99
422-94/95	Public Works	Increase Amount $500,000 New Amount $900,000	To evaluate additional seismic retrofit strategies for the 3rd St. Bridge and analyze how the proposed MUNI 3rd St. light rail system and pedestrian deck (linking the new Giants Stadium and parking lot) will impact the Bridge.	Regular	12/31/99

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) **Proposed amendment to Civil Service Commission Rule 3 - Equal Employment Opportunity, Section 3.3.3 - Procedures for Complaints of Discrimination, to require approval by the Civil Service Commission of the procedures, and all amendments thereto, for the review and resolution of employment discrimination complaints. (File No. 0469-97-5)**

Recommendation: Post for adoption at the meeting of February 2, 1998.

(6) **Proposed amendment to Civil Service Commission Rule 14 - Appointment, Section 14.5 - Provisional Appointment, to require approval by the Civil Service Commission of the policies and procedures, and all amendments thereto, for making provisional appointments. (File No. 0470-97-5)**

Recommendation: Post for adoption at the meeting of February 2, 1998.

(7) **Proposed amendment to Civil Service Commission Rule 14 - Appointment, Section 14.6 - Provisional Appointment - Non-Civil Service Appointment, Section 14.6.4, to require approval by the Civil Service Commission of the policies and procedures, and any amendments thereto, for making non-civil service provisional appointments. (File No. 0471-97-5)**

Recommendation: Post for adoption at the meeting of February 2, 1998.

(8) **Proposed amendments to Civil Service Commission Rule 17 - Probationary Period. (File No. 0505-97-5)**

Recommendation: Post for adoption following meet and confer.

(9) **Determination of future employability: entrance probationary termination of Rashmi Kaul, Child Welfare Worker (Class 2940), Department of Human Services. (File No. 0482-97-7)**

Recommendation: Postpone to the meeting of February 2, 1998 at the request of Ms. Kaul.

(10) **Request to extend Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules. (File No. 0506-97-5)**

Recommendation: Direct the Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through June 30, 1998.

(11) **Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (File No. 0507-97-1)**

Recommendation: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104-1 through 10.104-12.

(12) **Certification of the highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (File No. 0489-97-3)**

Recommendation: Adopt report; forward to the Board of Supervisors.

(13) **Appeals by Su-Syin Chou, Mark Costanzo, Fariba Mahmoudi, Trinh Nguyen, and Ann Tobin of the Human Resources Director's decision to reject their applications to participate in the examinations for Class 5206 Associate Civil Engineer, Class 5208 Civil Engineer, Class 5210 Senior Civil Engineer, and Class 5256 Mechanical Engineer. (File No. 0475-96-4)**

Recommendation: Off calendar; appeals have been resolved administratively.

(14) **Actuarial study related to the Transit Operators Trust Fund established by Charter Section A8.404 and Civil Service Commission Rule 6 for Fiscal Year 1996-97. (File No. 0330-97-3)**

September 15, 1997: Postpone to the meeting of November 3, 1997 at the request of the Transport Workers' Union.

November 3, 1997: Postpone to the meeting of January 5, 1998 at the request of the Transport Worker's Union.

Recommendation: Transmit actuarial study to the Board of Supervisors; Director, Public Transportation Department; Controller's Office; and the Transport Workers' Union.

REGULAR AGENDA

(15) **Appeal by James Vorrises of the Human Resources Director's decision to proceed with the selection process for Class 1659 Chief Systems Accountant and for Class 1675 Supervising Fiscal Officer (Hospital Controller). (File No. 0455-96-4)**

September 15, 1997: Postpone to the meeting of October 6, 1997 at the request of Mr. Vorrises.

October 6, 1997: Postpone to the meeting of October 20, 1997 at the request of Mr. Vorrises.

October 20, 1997: Postpone to the meeting of November 17, 1997 at the request of Mr. Vorrises.

November 17, 1997: Off calendar.

December 1, 1997: Postpone to the meeting of January 5, 1998 due to a vote of 2 to 1. (Commissioner Kosturos dissents).

Recommendation: Adopt report. Deny the appeal of James Vorrises. Sustain the decision of the Human Resources Director.

(16) Appeal by Roderick Skinner of background rejection for Police Officer (Class Q-2), San Francisco Police Department. (File No. 0332-97-4)

October 20, 1997: Postpone to the meeting of November 17, 1997 at the request of Mr. Skinner.

November 17, 1997: Postponed to the meeting of January 5, 1998 at the request of Mr. Skinner. The Commission stipulated that this will be the last continuance granted.

Recommendation: Adopt report. Deny the appeal of Roderick Skinner. Sustain the decision of the Chief of Police.

(17) Appeal by Fariba Mahmoudi of the Human Resources Director's decision to reject her application to participate in the examination for Class 5210 Senior Civil Engineer. (File No. 0384-97-4)

Recommendation: Adopt report. Deny the appeal of Fariba Mahmoudi. Sustain the decision of the Human Resources Director.

(18) Appeal by Melissa McQueen of background rejection for Class 8302 Deputy Sheriff I. (File No. 0206-97-4)

Recommendation: Adopt report. Deny the appeal of Melissa McQueen. Sustain the decision of the Sheriff.

(19) Appeal by Sally Liu of the Human Resources Director's decision to dismiss her complaint of sexual harassment. (File No. 0456-97-6)

Recommendation: Adopt report. Deny the appeal of Sally Liu. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(20) Determination of future employability: termination of provisional appointment of Deedra Lee, Collections Officer (Class 4306), Treasurer/Tax Collector. (File No. 0386-97-7)

November 3, 1997: Postpone to the meeting of November 17, 1997 at the request of Local 790.

November 17, 1997: Postpone to the meeting of January 5, 1998 at the request of Local 790.

Recommendation of the Treasurer/Tax Collector:

No future employment with the Treasurer/Tax Collector.

(21) Determination of future employability: termination of provisional appointment of John Lee, Truck Driver (Class 7355), Public Utilities Commission. (File No. 0488-97-7)

Recommendation of the Public Utilities Commission:

No future employment with the Public Utilities Commission.

COMMISSIONERS' NEW BUSINESS

(22) Request for Commission action to revise the examination scoring system. (File No. 0508-97-1)

Recommendation: Adopt report. Revise the examination scoring system to a 100 point system as recommended. Direct the Human Resources Director to report back to the Commission at the meeting of February 2, 1998 on the timetable and steps taken to implement this policy directive.

HUMAN RESOURCES DIRECTOR'S REPORT

(23) **Progress report on class consolidation project. (File No. 0509-97-1)**

(24) **Fiscal Year 1997-98 examination plan. (File No. 0510-97-1)**

(25) **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0511-97-1)**

EXECUTIVE OFFICER'S REPORT

(26) **Preliminary review of Fiscal Year 1998-99 Budget Request, Civil Service Commission. (File No. 0512-97-1)**

Recommendation: Postpone action on the Fiscal Year 1998-99 Budget Request until the meeting of February 2, 1998.

(27) REQUESTS TO SPEAK

(28) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

GEORGE KOSTUROS
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

MINUTES

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Regular Meeting
January 5, 1998

2:00 P.M.
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Veterans Building, Room 428

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

CALL TO ORDER

2:30 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Special Meeting of November 17, 1997.

Action: Approve.

Special Meeting of December 1, 1997.

Action: Approve.

Regular Meeting of December 1, 1997.

Action: Approve.

ANNOUNCEMENTS

Due to the legal holidays occurring on Monday, January 19, 1998 (Martin Luther King Jr. Birthday Holiday) and Monday, February 16, 1998 (Presidents' Day Holiday), the regular Civil Service Commission meetings on these dates are canceled. The Commission will hold Special Meetings in January and February, if necessary, to address any emergency matters.

0455-96-4 **Appeal by James Vorrises of the Human Resources Director's decision to proceed with the selection process for Class 1659 Chief Systems Accountant and for Class 1675 Supervising Fiscal Officer (Hospital Controller). (Item No. 15)**

September 15, 1997: Postpone to the meeting of October 6, 1997 at the request of Mr. Vorrises.

October 6, 1997: Postpone to the meeting of October 20, 1997 at the request of Mr. Vorrises.

October 20, 1997: Postpone to the meeting of November 17, 1997 at the request of Mr. Vorrises.

November 17, 1997: Off calendar.

December 1, 1997: Postpone to the meeting of January 5, 1998 due to a vote of 2 to 1. (Commissioner Kosturos dissents).

Speakers:
Pro: Kate Favetti, Department of Public Health
Con: James Vorrises
Vitus Leung, Local 21
Raymond Sullivan, MEA

Action: Adopt report. Deny the appeal of James Vorrises. Sustain the decision of the Human Resources Director. (Vote 4 to 1. Commissioner Kosturos dissents).

0206-97-4 **Appeal by Melissa McQueen of background rejection for Class 8302 Deputy Sheriff I. (Item No. 18)**

Speakers: None.

Action: Adopt report. Deny the appeal of Melissa McQueen. Sustain the decision of the Sheriff. (Ms. McQueen failed to appear).

0330-97-3 Actuarial study related to the Transit Operators Trust Fund established by Charter Section A8.404 and Civil Service Commission Rule 6 for Fiscal Year 1996-97. (Item No. 14)

September 15, 1997: Postpone to the meeting of November 3, 1997 at the request of the Transport Workers' Union.

November 3, 1997: Postpone to the meeting of January 5, 1998 at the request of the Transport Worker's Union.

Speakers: None.

Action: Postpone to the meeting of February 2, 1998 at the request of the Department of Human Resources, Employee Relations Division.

0332-97-4 Appeal by Roderick Skinner of background rejection for Police Officer (Class Q-2), San Francisco Police Department. (Item No. 16)

October 20, 1997: Postpone to the meeting of November 17, 1997 at the request of Mr. Skinner.

November 17, 1997: Postponed to the meeting of January 5, 1998 at the request of Mr. Skinner. The Commission stipulated that this will be the last continuance granted.

Speakers: Pro: Captain Antonio Parra, San Francisco Police Department
Con: Roderick Skinner

Action: Adopt report. Deny the appeal of Roderick Skinner. Sustain the decision of the Chief of Police.

0384-97-4 Appeal by Fariba Mahmoudi of the Human Resources Director's decision to reject her application to participate in the examination for Class 5210 Senior Civil Engineer. (Item No. 17)

Speakers: None.

Action: Postpone to the meeting of February 2, 1998 at the request of Mr. Mahmoudi. The Commission stipulated that this will be the last continuance granted.

0386-97-7 **Determination of future employability: termination of provisional appointment of Deedra Lee, Collections Officer (Class 4306), Treasurer/Tax Collector. (Item No. 20)**

November 3, 1997: Postpone to the meeting of November 17, 1997 at the request of Local 790.

November 17, 1997: Postpone to the meeting of January 5, 1998 at the request of Local 790.

Speakers: None.

Action: Postpone to the meeting of April 6, 1998 at the request of Local 790. The Commission stipulated that this will be the last continuance granted.

0456-97-6 **Appeal by Sally Liu of the Human Resources Director's decision to dismiss her complaint of sexual harassment. (Item No. 19)**

Speakers: None.

Action: Adopt report. Deny the appeal of Sally Liu. Sustain the decision of the Human Resources Director. (Ms. Liu failed to appear).

0469-97-5 **Proposed amendment to Civil Service Commission Rule 3 - Equal Employment Opportunity, Section 3.3.3 - Procedures for Complaints of Discrimination, to require approval by the Civil Service Commission of the procedures, and all amendments thereto, for the review and resolution of employment discrimination complaints. (Item No. 5)**

Speakers: None.

Action: Postpone to the meeting of February 2, 1998 at the request of the Human Resources Director.

0470-97-5 Proposed amendment to Civil Service Commission Rule 14 - Appointment, Section 14.5 - Provisional Appointment, to require approval by the Civil Service Commission of the policies and procedures, and all amendments thereto, for making provisional appointments. (Item No. 6)

Speakers: None.

Action: Postpone to the meeting of February 2, 1998 at the request of the Human Resources Director.

0471-97-5 Proposed amendment to Civil Service Commission Rule 14 - Appointment, Section 14.6 - Provisional Appointment - Non-Civil Service Appointment, Section 14.6.4, to require approval by the Civil Service Commission of the policies and procedures, and any amendments thereto, for making non-civil service provisional appointments. (Item No. 7)

Speakers: None.

Action: Postpone to the meeting of February 2, 1998 at the request of the Human Resources Director.

0475-97-4 Appeals by Su-Syin Chou, Mark Costanzo, Fariba Mahmoudi, Trinh Nguyen, and Ann Tobin of the Human Resources Director's decision to reject their applications to participate in the examinations for Class 5206 Associate Civil Engineer, Class 5208 Civil Engineer, Class 5210 Senior Civil Engineer, and Class 5256 Mechanical Engineer.(Item No. 13)

Speakers: None.

Action: Off calendar; appeals have been resolved administratively.

0482-97-7 Determination of future employability: entrance probationary termination of Rashmi Kaul, Child Welfare Worker (Class 2940), Department of Human Services. (Item No. 9)

Speakers: None.

Action: Postpone to the meeting of February 2, 1998 at the request of Ms. Kaul.

0488-97-7 **Determination of future employability: termination of provisional appointment of John Lee, Truck Driver (Class 7355), Public Utilities Commission. (Item No. 21)**

Speakers: None.

Action: Postpone to the meeting of March 2, 1998 at the request of Mr. Tod Cochran.

0489-97-3 **Certification of the highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (Item No. 12)**

Speakers: None.

Action: Adopt report; forward to the Board of Supervisors.

0504-97-8 **Review of request for approval of proposed personal services contracts. (Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-97/98	Public Transportation	$4,000,000	To provide review of contractor's moving block sign system design and system safety program. To provide implementation, testing and assistance for the Advanced Train Control System Project for the MUNI Metro Subway System.	Regular	12/31/01
4077-97/98	City Administrator	$125,000	To provide engineering and financial cost consulting services to the Solid Waste Management Program, Department of Public Works and the Refuse Collection and Disposal Rate Board.	Regular	12/31/00
4078-97/98	Public Works	$200,000	To provide AutoCAD base map management services for Golden Gate Park projects which include supplying as-needed preliminary Contract Area Layouts and other map sheets; maintain and implement AutoCAD standards and symbol library; provide base map user support.	Regular	02/28/01

File No. 0504-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4079-97/98	Airport Commission	$300,000	To conduct surveys of current customer service problems, develop and implement an action plan, and follow up with an analysis of the new system.	Regular	11/30/00
4081-97/98	Mayor's Business and Economic Development - Treasure Island	$75,000	To coordinate and facilitate the participation of community-based homeless service organizations in the development of the Homeless Assistance Component implementation plans on Treasure Island.	Regular	09/30/98
4082-97/98	Public Health	$3,000,000	To respond to tasks and maintenance projects, accreditation support, and emergency labor requirements that are beyond the in-house staffing levels.	Regular	06/30/99
4083-97/98	Mayor's Office	$1,500,000	The Mayor's Office of Protocol will foster the City's goodwill and promote the City's economy. The committee will develop relationships with domestic and foreign political and business leaders.	Regular	12/31/98
4084-97/98	Public Utilities Commission	$74,000	Provide engineering analysis to support the MOU negotiations between the City and County of San Francisco and the Department of Fish and Game.	Regular	10/31/97
4085-97/98	Human Resources	$150,000	To review and sort medical claims by service codes, claim types and providers; compare claimants' records to verify eligibility; compare provider against preferred provider organizations; confirm fees or adjust as appropriate; enter into claims system.	Regular	06/30/98
200-94/95	Public Utilities Commission	Increase Amount $70,000 New Amount $752,240	Provide as-needed historical consulting services and research. In addition, maintain, gather and archive materials related to the history of Hetch Hetchy Water and Power and the San Francisco Water Department.	Regular	12/31/98
2018-95/96	Public Health	Increase Amount $1,000,000 New Amount $1,200,000	Will design and evaluate new non-clinic based behavioral interventions to reduce African American youth's risk of exposure to and infection with STD/HIV.	Continuing	12/31/01

File No. 0504-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
302-94/95	Public Health	Increase Amount $652,070 New Amount $1,956,210	To evaluate the effectiveness of non-invasive chlamydia diagnostic tests, identify risk factors associated with recurrent chlamydia infection in women, and monitor infertility health-related events through expanded STD surveillance.	Regular	09/29/00
4080-97/98	Public Utilities Commission	Increase Amount $54,000 New Amount $317,500	To provide specialized consulting services related to litigation and flood damage for the City Attorney's Office.	Regular	12/31/98
4114-96/97	Public Utilities Commission	Increase Amount $20,500 New Amount $108,500	Consulting services to assist the City Attorney, Hetch Hetchy Water and Power, and the San Francisco Water Department on matters related to water supply impacts on fisheries.	Regular	12/31/98
4125-96/97	Public Utilities Commission	Increase Amount $255,570 New Amount $444,612	Completion of final phase of Comprehensive Watershed Management Policy and Plans.	Regular	10/31/99
422-94/95	Public Works	Increase Amount $500,000 New Amount $900,000	To evaluate additional seismic retrofit strategies for the 3rd St. Bridge and analyze how the proposed MUNI 3rd St. light rail system and pedestrian deck (linking the new Giants Stadium and parking lot) will impact the Bridge.	Regular	12/31/99

Speakers: PSC#'s 4076-97/98; 4078-97/98; 4082-97/98; 4083-97/98; 302-94/95 and 422-94/95

Pro: John Thomas, Department of Parking and Traffic
Jim Horan, Department of Public Works
Galen Leung, Department of Public Health
Patricia Fado, Mayor's Office

Con: Linda Jofuku, Local 21

0504-97-8 Continued. (Item No. 4)

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0505-97-5 Proposed amendments to Civil Service Commission Rule 17 - Probationary Period. (Item No. 8)

Speakers: None.

Action: Post for adoption following meet and confer.

0506-97-5 Request to extend Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules. (Item No. 10)

Speakers: None.

Action: Direct the Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through June 30, 1998.

0507-97-1 Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (Item No. 11)

Speakers: None.

Action: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104-1 through 10.104-12.

COMMISSIONERS' NEW BUSINESS

0508-97-1 Request for Commission action to revise the examination scoring system. (Item No. 22)

Speakers: None.

0508-97-1 Continued. (Item No. 22)

Action: Off calendar.

HUMAN RESOURCES DIRECTOR'S REPORT

0509-97-1 Progress report on class consolidation project. (Item No. 23)

Action: Report received, file.

0510-97-1 Fiscal Year 1997-98 examination plan. (Item No. 24)

Action: Report received, file.

0511-97-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 25)

Action: Report received, file.

EXECUTIVE OFFICER'S REPORT

0512-97-1 Preliminary review of Fiscal Year 1998-99 Budget Request, Civil Service Commission. (Item No. 26)

Action: Postpone action on the Fiscal Year 1998-99 Budget Request until the meeting of February 2, 1998.

REQUESTS TO SPEAK (Item No. 27)

None.

ADJOURNMENT (Item No. 28)

4:12 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (AG)

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

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COMMISSIONER

GEORGE KOSTUROS
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

AGENDA

Regular Meeting
of
February 2, 1998

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

COMMENDATION

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

3:00 p.m.

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

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25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

> If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda.*
>
> If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.
>
> For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However. meetings not held in this room are conducted in the Civic Center area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 2, 1998
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of January 5, 1998

Regular Meeting of January 5, 1998

Special Meeting of January 14, 1998

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(4) COMMENDATION

Commendation for Elinor “Terri” Peck, Senior Personnel Analyst, Department of Public Health, upon her retirement after twenty-eight years of service to the City and County of San Francisco.

Action: Approve.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of request for approval of proposed personal services contracts. (File No. 0008-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4086-97/98	Port Commission	$300,000	To provide as-needed engineering and architectural services to the Port on various projects.	Regular	06/01/00
4088-97/98	Mayor's Criminal Justice Council	$60,000	Access and research the City's existing criminal justice system; research local, state, and federal resources; develop drafts, budgets, charts, and maps: write four federal grant proposals; and facilitate community meetings.	Regular	07/31/99
4089-97/98	Mayor's Criminal Justice Council	$300,000	Organize a public safety coalition (Merchant Associations, churches, and non-profit organizations) that will propose neighborhood safety public policy recommendations.	Regular	10/31/98
4090-97/98	Mayor's Criminal Justice Council	$500,000	Will provide training sessions to neighborhood residents and businesses around public safety issues.	Regular	10/31/98
054R-94/95	Airport Commission	Increase Amount $6,609,000 New Amount $15,638,000	Provide ongoing construction management services for the Airport's Master Plan which encompass elevated roadways, freeway ramps, and related transit construction projects.	Regular	05/31/02
149-92/93	Public Works	Increase Amount $1,790,552 New Amount $4.427,816	To implement various design modifications and conduct engineering studies necessary to facilitate the repairs and seismic upgrades of the San Francisco War Memorial Opera House.	Regular	12/01/97

File No. 0008-98-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2061-95/96	Public Health	Increase Amount $1,370,967 New Amount $2,681,801	Provide tobacco prevention, cessation, evaluation and media services to implement state approved comprehensive tobacco control plan.	Continuing	06/30/99
257-92/93	Public Works	Increase Amount $300,000 New Amount $700,000	To provide professional architectural services to design a new swimming pool facility for the Bayview Hunters Point Area (new Martin Luther King, Jr. Pool).	Regular	12/29/99
4058-95/96	Airport Commission	Increase Amount $300,000 New Amount $550,000	Provide expert analysis, design, and recommendations for unique pavement problems affecting Airport roadway and runway pavement where lack of timely repair would impact Airport operations and services.	Regular	12/31/00
4087-97/98	Telecommunication & Information Services	Increase Amount $60,000 New Amount $110,000	To assist with the design, programming, and implementation of an Access 7.0 application for use by DPW's Bureau of Street-Use and Mapping. In addition, the system needs to be debugged and application training is needed.	Regular	06/30/98
4135-96/97	Public Works	Increase Amount $600,300 New Amount $900,300	Provide construction management and support services for the reconstruction of the SF Zoo's infrastructure, including the water, groundwater, recycled water, sewer/drainage, electrical and natural gas systems.	Regular	12/31/99

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(6) **Proposed amendment to Civil Service Commission Rule 3 - Equal Employment Opportunity, Section 3.3.3 - Procedures for Complaints of Discrimination, to require approval by the Civil Service Commission of the procedures, and all amendments thereto, for the review and resolution of employment discrimination complaints. (File No. 0469-97-5)**

January 5, 1998: Postpone to the meeting of February 2, 1998 at the request of the Human Resources Director

Recommendation: Off calendar.

(7) **Proposed amendment to Civil Service Commission Rule 14 - Appointment, Section 14.5 - Provisional Appointment, to require approval by the Civil Service Commission of the policies and procedures, and all amendments thereto, for making provisional appointments. (File No. 0470-97-5)**

January 5, 1998:	Postpone to the meeting of February 2, 1998 at the request of the Human Resources Director.
Recommendation:	Off calendar.

(8) **Proposed amendment to Civil Service Commission Rule 14 - Appointment, Section 14.6 - Provisional Appointment - Non-Civil Service Appointment, Section 14.6.4, to require approval by the Civil Service Commission of the policies and procedures, and any amendments thereto, for making non-civil service provisional appointments. (File No. 0471-97-5)**

January 5, 1998:	Postpone to the meeting of February 2, 1998 at the request of the Human Resources Director.
Recommendation:	Off calendar.

(9) **Actuarial study related to the Transit Operators Trust Fund established by Charter Section A8.404 and Civil Service Commission Rule 6 for Fiscal Year 1996-97. (File No. 0330-97-3)**

September 15, 1997:	Postpone to the meeting of November 3, 1997 at the request of the Transport Workers' Union.
November 3, 1997:	Postpone to the meeting of January 5, 1998 at the request of the Transport Worker's Union.
January 5, 1998:	Postpone to the meeting of February 2, 1998 at the request of the department of Human Resources, Employee Relations Division.
Recommendation:	Transmit actuarial study to the Board of Supervisors; Director, Public Transportation Department; Controller's Office; and the Transport Workers' Union.

(10) **Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (File No. 0009-98-1)**

Recommendation: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104-1 through 10.104-12.

(11) **Approval of future employability of Carolyn Mitchell, Licensed Vocational Nurse (Class 2312), Department of Public Health, in accordance with the settlement agreement. (File No. 0010-98-7)**

Recommendation: No future employment with the City and County of San Francisco.

(12) **Request to extend Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules. (File No. 0506-97-5)**

January 5,1998 Direct the Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through June 30, 1998.

Recommendation: Approve extension of Rule 13, Section 13.2.3 until June 30, 1998.

REGULAR AGENDA

(13) **Appeal by Fariba Mahmoudi of the Human Resources Director's decision to reject her application to participate in the examination for Class 5210 Senior Civil Engineer. (File No. 0384-97-4)**

January 5,1998: Postpone to the meeting of February 2, 1998 at the request of Ms. Mahmoudi. The Commission stipulated that this will be the last continuance granted.

Recommendation: Adopt report. Deny the appeal of Fariba Mahmoudi. Sustain the decision of the Human Resources Director.

(14) **Appeal by Neal Caraang of background rejection for Class 8302 Deputy Sheriff I. (File No. 0393-97-4)**

Recommendation: Adopt report. Deny the appeal of Neal Caraang. Sustain the decision of the Sheriff.

(15) **Appeal by Richard Turner of the Human Resources Director's decision to administratively close the employment discrimination complaint. (File No. 0456-97-6)**

Recommendation: Adopt report. Deny the appeal of Richard Turner. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(16) **Determination of future employability: entrance probationary termination of Rashmi Kaul, Child Welfare Worker (Class 2940), Department of Human Services. (File No. 0482-97-7)**

January 5, 1998: Postpone to the meeting of February 2, 1998 at the request of Ms. Kaul.

Recommendation of the Department of Human Services:

Dismiss from the City and County services. Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service.

HUMAN RESOURCES DIRECTOR'S REPORT

(17) **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0011-98-1)**

(18) **Progress report on class consolidation project. (File No. 0012-98-1)**

EXECUTIVE OFFICER'S REPORT

(19) Fiscal Year 1998-99 Civil Service Commission Budget Request. (File No. 0013-98-1)

January 5, 1998:	Postpone action on the Fiscal Year 1998-99 Budget Request until the meeting of February 2, 1998.
Recommendation:	Approve the Fiscal Year 1998-99 Budget Request; forward to the Mayor and the Controller.

(20) REQUESTS TO SPEAK

(21) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#5
2/2/98

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

GEORGE KOSTUROS
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

MINUTES

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

Regular Meeting
February 2, 1998

2:00 p.m.
401 Van Ness Avenue
Veterans Building,Room 428

CALL TO ORDER

2:25 p.m.

ROLL CALL

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PUBLIC LIBRARY

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Special Meeting of January 5, 1998

Action: Approve.

Regular Meeting of January 5, 1998

Action: Approve.

Special Meeting of January 14, 1998

Action: Approve.

ANNOUNCEMENTS

1. Due to the legal holiday occurring on Monday, February 16, 1998 (Presidents' Day Holiday), the Regular Civil Service Commission meeting on this date is canceled. The Commission will hold Special Meetings in February, if necessary, to address any emergency matters.

2. The Commission conducted a closed session during a Special Meeting on Monday, February 2, 1998 to consult with its Labor Negotiator on matters concerning labor negotiations under the authority of California Government Code 54957.6. The Commission has directed staff to post proposed amendments to Rule 9.8.1 for adoption following meet and confer.

COMMENDATION

Commendation for Elinor "Terri" Peck, Senior Personnel Analyst, Department of Public Health, upon her retirement after twenty-eight years of service to the City and County of San Francisco.

Action: Approve.

0330-97-3 Actuarial study related to the Transit Operators Trust Fund established by Charter Section A8.404 and Civil Service Commission Rule 6 for Fiscal Year 1996-97. (Item No. 9)

September 15, 1997:	Postpone to the meeting of November 3, 1997 at the request of the Transport Workers' Union.
November 3, 1997:	Postpone to the meeting of January 5, 1998 at the request of the Transport Worker's Union.
January 5, 1998:	Postpone to the meeting of February 2, 1998 at the request of the department of Human Resources, Employee Relations Division.
Speakers:	None.
Action:	Transmit actuarial study to the Board of Supervisors; Director, Public Transportation Department; Controller's Office; and the Transport Workers' Union.

0384-97-4 Appeal by Fariba Mahmoudi of the Human Resources Director's decision to reject her application to participate in the examination for Class 5210 Senior Civil Engineer. (Item No. 13)

January 5, 1998: Postpone to the meeting of February 2, 1998 at the request of Ms. Mahmoudi. The Commission stipulated that this will be the last continuance granted.

Speakers: None.

Action: Off calendar; appeal withdrawn by Ms. Mahmoudi.

0393-97-4 Appeal by Neal Caraang of background rejection for Class 8302 Deputy Sheriff I. (Item No. 14)

Speakers: None.

Action: Postpone to the meeting of March 2, 1998 at the request of Sheriff's Department.

0456-97-6 Appeal by Richard Turner of the Human Resources Director's decision to administratively close the employment discrimination complaint. (Item No. 15)

Speakers: None.

Action: Postpone to the meeting of March 16, 1998 at the request of Mr. Turner.

0469-97-5 Proposed amendment to Civil Service Commission Rule 3 - Equal Employment Opportunity, Section 3.3.3 - Procedures for Complaints of Discrimination, to require approval by the Civil Service Commission of the procedures, and all amendments thereto, for the review and resolution of employment discrimination complaints. (Item No. 6)

January 5, 1998: Postpone to the meeting of February 2, 1998 at the request of the Human Resources Director.

0469-97-5 **Continued. (Item No. 6)**

Speakers: None.

Action: Off calendar.

0470-97-5 **Proposed amendment to Civil Service Commission Rule 14 - Appointment, Section 14.5 - Provisional Appointment, to require approval by the Civil Service Commission of the policies and procedures, and all amendments thereto, for making provisional appointments. (Item No. 7)**

January 5, 1998: Postpone to the meeting of February 2, 1998 at the request of the Human Resources Director.

Speakers: None.

Action: Off calendar.

0471-97-5 **Proposed amendment to Civil Service Commission Rule 14 - Appointment, Section 14.6 - Provisional Appointment - Non-Civil Service Appointment, Section 14.6.4, to require approval by the Civil Service Commission of the policies and procedures, and any amendments thereto, for making non-civil service provisional appointments. (Item No. 8)**

January 5, 1998: Postpone to the meeting of February 2, 1998 at the request of the Human Resources Director.

Speakers: None.

Action: Off calendar.

0482-97-7 **Determination of future employability: entrance probationary termination of Rashmi Kaul, Child Welfare Worker (Class 2940), Department of Human Services. (Item No. 16)**

January 5, 1998: Postpone to the meeting of February 2, 1998 at the request of Ms. Kaul.

Speakers: None.

0482-97-7 **Continued. (Item No. 16)**

Action: Postpone to the meeting of April 6, 1998 at the request of Ms. Kaul.

0506-97-5 **Request to extend Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules. (Item No. 12)**

January 5, 1998: Direct the Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through June 30, 1998.

Speakers: None.

Action: Approve extension of Rule 13, Section 13.2.3 until June 30, 1998.

0008-98-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4086-97/98	Port Commission	$300,000	To provide as-needed engineering and architectural services to the Port on various projects.	Regular	06/01/00
4088-97/98	Mayor's Criminal Justice Council	$60,000	Access and research the City's existing criminal justice system; research local, state, and federal resources; develop drafts, budgets, charts, and maps; write four federal grant proposals; and facilitate community meetings.	Regular	07/31/99
4089-97/98	Mayor's Criminal Justice Council	$300,000	Organize a public safety coalition (Merchant Associations, churches, and non-profit organizations) that will propose neighborhood safety public policy recommendations.	Regular	10/31/98
4090-97/98	Mayor's Criminal Justice Council	$500,000	Will provide training sessions to neighborhood residents and businesses around public safety issues.	Regular	10/31/98

File No. 0008-98-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
054R-94/95	Airport Commission	Increase Amount $6,609,000 New Amount $15,638,000	Provide ongoing construction management services for the Airport's Master Plan which encompass elevated roadways, freeway ramps, and related transit construction projects.	Regular	05/31/02
149-92/93	Public Works	Increase Amount $1,790,552 New Amount $4,427,816	To implement various design modifications and conduct engineering studies necessary to facilitate the repairs and seismic upgrades of the San Francisco War Memorial Opera House.	Regular	12/01/97
2061-95/96	Public Health	Increase Amount $1,370,967 New Amount $2,681,801	Provide tobacco prevention, cessation, evaluation and media services to implement state approved comprehensive tobacco control plan.	Continuing	06/30/99
257-92/93	Public Works	Increase Amount $300,000 New Amount $700,000	To provide professional architectural services to design a new swimming pool facility for the Bayview Hunters Point Area (new Martin Luther King, Jr. Pool).	Regular	12/29/99
4058-95/96	Airport Commission	Increase Amount $300,000 New Amount $550,000	Provide expert analysis, design, and recommendations for unique pavement problems affecting Airport roadway and runway pavement where lack of timely repair would impact Airport operations and services.	Regular	12/31/00
4087-97/98	Telecommunication & Information Services	Increase Amount $60,000 New Amount $110,000	To assist with the design, programming, and implementation of an Access 7.0 application for use by DPW's Bureau of Street-Use and Mapping. In addition, the system needs to be debugged and application training is needed.	Regular	06/30/98
4135-96/97	Public Works	Increase Amount $600,300 New Amount $900,300	Provide construction management and support services for the reconstruction of the SF Zoo's infrastructure, including the water, groundwater, recycled water, sewer/drainage, electrical and natural gas systems.	Regular	12/31/99

0008-98-8 Continued. (Item No. 5)

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0009-98-1 Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (Item No. 10)

Speakers: None.

Action: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104-1 through 10.104-12.

0010-98-7 Approval of future employability of Carolyn Mitchell, Licensed Vocational Nurse (Class 2312), Department of Public Health, in accordance with the settlement agreement. (Item No. 11)

Speakers: None.

Action: No future employment with the City and County of San Francisco.

HUMAN RESOURCES DIRECTOR'S REPORT

0011-98-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 17)

Report received; file.

0012-98-1 Progress report on class consolidation project. (Item No. 18)

Report received; file.

EXECUTIVE OFFICER'S REPORT

0013-98-1 **Fiscal Year 1998-99 Civil Service Commission Budget Request. (Item No. 19)**

January 5, 1998:	Postpone action on the Fiscal Year 1998-99 Budget Request until the meeting of February 2, 1998.
Action:	Approve the Fiscal Year 1998-99 Budget Request; forward to the Mayor and the Controller.

REQUESTS TO SPEAK (Item No. 20)

Carolyn Mitchell inquired how she can obtain copies of Civil Service Commission Rules.

ADJOURNMENT (Item No. 21)

2:36 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

GEORGE KOSTUROS
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

5

/98

AGENDA

Regular Meeting
of
March 2, 1998

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

DOCUMENTS DEPT.
FEB 26 1998
SAN FRANCISCO
PUBLIC LIBRARY

3:00 p.m.

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda.*

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 2, 1998
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Regular Meeting of February 2, 1998.

Special Meeting of February 2, 1998.

Adjourned Special Meeting of January 14, 1998.
Session 2: February 19, 1998.

(3) ANNOUNCEMENTS

Announcement of changes to agenda.

Other announcements.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of request for approval of proposed personal services contracts. (File No. 0030-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2025-97/98	Retirement System	$375,000	To direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio. Amount of assets to be determined by the Retirement Board in accordance with demonstrated investment performance.	Continuing	06/30/98
2026-97/98	Retirement System	$250,000	To direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio. Amount of assets to be determined by the Retirement Board in accordance with demonstrated investment performance.	Continuing	06/30/98
4091-97/98	Police Commission	$105,000	To conduct outreach to residents and businesses in the Outer Mission and Ingleside area. To identify programs in the area that serve seniors and conduct crime prevention education presentations.	Regular	07/31/99
4092-97/98	Public Health	$200,000	To provide outreach, case management and financial advocacy services in order to qualify individuals for Supplemental Security Income (SSI).	Regular	06/30/99
4093-97/98	City Planning	$70,000	To prepare forecasts of likely future economic activities by land use classifications and resulting employment, and forecasts of population and housing demand.	Regular	06/30/98
4094-97/98	City Administrator's Office	$180,000	To plan and implement activities that reinforce the tourist/convention industry in the Lower Eddy Street area. Activities include management of sidewalk cleaning project in the Leavenworth Corridor and Lower Eddy Street for a three-year period.	Regular	03/31/01
4095-97/98	City Administrator's Office	$7,320,000	To revitalize the Lower Eddy Street area. Activities will include the planning and coordination of effort in the community to implement a program to build a Pavilion which will provide exhibition and meeting room space, local facade improvements, etc.	Regular	03/31/03
4096-97/98	Police Commission	$384,000	To maintain, modify, repair and update police dispatch system software, ancillary applications and some hardware associated with host and criminal justice system network; responsible for primary emergency support during system failures.	Regular	06/30/98

File No. 0030-98-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
049R-94/95	Airport Commission	Increase Amount $12,800,000 New Amount $35,833,500	Provide construction management services for the building of the New International Terminal and program management services for coordination of interrelated projects of the Master Plan.	Regular	06/05/01
306-93/94	Mayor's Office	Increase Amount $130,000 New Amount $315,000	Provide financial advisory services that will verify compliance of bids during competitive sales of bonds; calculate the basis for award by the City to the best bidder; and arrange for the delivery of bonds with bond counsel.	Regular	12/31/00
307-93/94	Mayor's Office	Increase Amount $349,500 New Amount $581,000	Provide financial advisory services which include assistance with IRS arbitrage issues, debt sizing, schedule, publication and sale of bonds; presentation to rating agencies; and distribution of preliminary and official statements.	Regular	12/31/99
4003-95/96	Airport Commission	Increase Amount $300,000 New Amount $600,000	Provide geotechnical engineering services including review and analysis of geotechnical reports, consultations with building and structural designers, perform foundation engineering analysis and review existing and proposed underground structures.	Regular	12/31/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) **Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (File No. 0033-98-1)**

Recommendation: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104-1 through 10.104-12.

(6) **Proposed amendments to Civil Service Commission Rule 9 - Position Classification and Related Rules, Section 9.8 - Effect of Classification Changes on Incumbent. (File No. 0036-98-5)**

Recommendation: Post for adoption following meet and confer.

REGULAR AGENDA

(7) Appeal by Neal Caraang of background rejection for Class 8302 Deputy Sheriff I. (File No. 0393-97-4)

February 2, 1998:	Postpone to the meeting of March 2, 1998 at the request of the Sheriff's Department.
Recommendation:	Adopt report. Deny the appeal of Neal Caraang. Sustain the decision of the Sheriff.

(8) Appeal by Joyce Vanman of the Human Resources Director's action to dismiss the employment discrimination complaint. (File No. 0409-97-6)

Recommendation:	Adopt report. Deny the appeal of Joyce Vanman. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(9) Determination of future employability: termination of provisional appointment of John Lee, Truck Driver (Class 7355), Public Utilities Commission. (File No. 0488-97-7)

January 5, 1998:	Postpone to the meeting of March 2, 1998 at the request of Mr. Tod Cochran.

Recommendation of the Public Utilities Commission:

Dismiss from the City and County service. No future employment with the Public Utilities Commission.

(10) Determination of future employability: resignation of permanent appointment of Lori House, Track Maintenance Worker (Class 7540), Public Transportation Department. (File No. 0493-97-7)

Recommendation of the Public Transportation Department:

Accept the resignation as certified. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year's work experience outside the City and County of San Francisco. Must submit satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

(11) Determination of future employability: termination of permanent appointment of Tom Jones, Transit Operator (Class 9163), Public Transportation Department. (File No. 0018-98-7)

Recommendation of the Public Transportation Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year's work experience outside the City and County of San Francisco. Must submit satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(12) Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0034-98-1)

(13) Progress report on class consolidation project. (File No. 0035-98-1)

(14) Report on status of exempt appointments. (File No. 0037-98-1)

(15) REQUESTS TO SPEAK

(16) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5

ADRIENNE PON
PRESIDENT

2/98

A. LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

GEORGE KOSTUROS
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

MINUTES

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

Regular Meeting
March 2, 1998

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

CALL TO ORDER

2:25 p.m.

DOCUMENTS DEPT.
MAR 06 1998
SAN FRANCISCO
PUBLIC LIBRARY

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Regular Meeting of February 2, 1998.

Action: Approve.

Special Meeting of February 2, 1998.

Action: Approve.

Adjourned Special Meeting of January 14, 1998.
Session 2: February 19, 1998.

Action: Approve.

ANNOUNCEMENTS

The Commission announced the appointment of Kate Favetti to the position of Executive Officer of the Commission effective March 16, 1998.

0393-97-4 Appeal by Neal Caraang of background rejection for Class 8302 Deputy Sheriff I. (Item No. 7)

February 2, 1998: Postpone to the meeting of March 2, 1998 at the request of the Sheriff's Department.

Speakers:
Pro: Lt. Richard Ridgeway, Sheriff's Department
Con: Neal Caraang

Action: Adopt report. Deny the appeal of Neal Caraang. Sustain the decision of the Sheriff. (Vote of 4 to 1. Commissioner Kosturos dissents).

0409-97-6 Appeal by Joyce Vanman of the Human Resources Director's action to dismiss the employment discrimination complaint. (Item No. 8)

Speakers: None.

Action: Postpone to the meeting of March 16, 1998 at the request of Mr. Julian Lastowski, representing Ms. Vanman.

0488-97-7 Determination of future employability: termination of provisional appointment of John Lee, Truck Driver (Class 7355), Public Utilities Commission. (Item No. 9)

January 5, 1998: Postpone to the meeting of March 2, 1998 at the request of Mr. Tod Cochran.

Speakers:
Pro: Rosie Espinueva, Public Utilities Commission
Joyce Smith, Department of Public Works
Con: Tod Cochran, Attorney
John Lee
Phil Galli, Department of Public Works

Action: No future employment with the Public Utilities Commission. (Vote of 4 to 1. Commissioner Kosturos dissents).

0493-97-7 **Determination of future employability: resignation of permanent appointment of Lori House, Track Maintenance Worker (Class 7540), Public Transportation Department. (Item No. 10)**

Speakers: Pro: Faith Van Putten, Public Transportation Department
Con: Lori House

Action: Accept the resignation as certified. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year's work experience outside the City and County of San Francisco. Must submit satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

0018-98-7 **Determination of future employability: termination of permanent appointment of Tom Jones, Transit Operator (Class 9163), Public Transportation Department. (Item No. 11)**

Speakers: Pro: Faith Van Putten, Public Transportation Department
Con: Tom Jones

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year's work experience outside the City and County of San Francisco. Must submit satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

0030-98-8 **Review of request for approval of proposed personal services contracts. (Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2025-97/98	Retirement System	$375,000	To direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio. Amount of assets to be determined by the Retirement Board in accordance with demonstrated investment performance.	Continuing	06/30/98
2026-97/98	Retirement System	$250,000	To direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio. Amount of assets to be determined by the Retirement Board in accordance with demonstrated investment performance.	Continuing	06/30/98

File No. 0030-98-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4091-97/98	Police Commission	$105,000	To conduct outreach to residents and businesses in the Outer Mission and Ingleside area. To identify programs in the area that serve seniors and conduct crime prevention education presentations.	Regular	07/31/99
4092-97/98	Public Health	$200,000	To provide outreach, case management and financial advocacy services in order to qualify individuals for Supplemental Security Income (SSI).	Regular	06/30/99
4093-97/98	City Planning	$70,000	To prepare forecasts of likely future economic activities by land use classifications and resulting employment, and forecasts of population and housing demand.	Regular	06/30/98
4094-97/98	Administrative Services	$180,000	To plan and implement activities that reinforce the tourist/convention industry in the Lower Eddy Street area. Activities include management of sidewalk cleaning project in the Leavenworth Corridor and Lower Eddy Street for a three-year period.	Regular	03/31/01
4095-97/98	Administrative Services	$7,320,000	To revitalize the Lower Eddy Street area. Activities will include the planning and coordination of effort in the community to implement a program to build a Pavilion which will provide exhibition and meeting room space, local facade improvements, etc.	Regular	03/31/03
4096-97/98	Police Commission	$384,000	To maintain, modify, repair and update police dispatch system software, ancillary applications and some hardware associated with host and criminal justice system network; responsible for primary emergency support during system failures.	Regular	06/30/98
049R-94/95	Airport Commission	Increase Amount $12,800,000 New Amount $35,833,500	Provide construction management services for the building of the New International Terminal and program management services for coordination of interrelated projects of the Master Plan.	Regular	06/05/01
306-93/94	Mayor's Office	Increase Amount $130,000 New Amount $315,000	Provide financial advisory services that will verify compliance of bids during competitive sales of bonds; calculate the basis for award by the City to the best bidder; and arrange for the delivery of bonds with bond counsel.	Regular	12/31/00
307-93/94	Mayor's Office	Increase Amount $349,500 New Amount $581,000	Provide financial advisory services which include assistance with IRS arbitrage issues, debt sizing, schedule, publication and sale of bonds; presentation to rating agencies; and distribution of preliminary and official statements.	Regular	12/31/99

File No. 0030-98-8 (cont.)					
PSC#	**Department**	**Amount**	**Type of Service**	**Type of Approval**	**Duration**
4003-95/96	Airport Commission	Increase Amount $300,000 New Amount $600,000	Provide geotechnical engineering services including review and analysis of geotechnical reports, consultations with building and structural designers, perform foundation engineering analysis and review existing and proposed underground structures.	Regular	12/31/00

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0033-98-1 Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (Item No. 5)

Speakers: Karen Strandoo, Recycling Program, Administrative Services

Action: Postpone to the meeting of March 16, 1998. Ms. Strandoo to provide additional information requested by the Commission.

0036-98-5 Proposed amendments to Civil Service Commission Rule 9 - Position Classification and Related Rules, Section 9.8 - Effect of Classification Changes on Incumbent. (Item No. 6)

Speakers: None.

Action: Post for adoption following meet and confer.

HUMAN RESOURCES DIRECTOR'S REPORT

0034-98-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 12)

Action: Report received; file.

0035-98-1 Progress report on class consolidation project. (Item No. 13)

Action: Report received; file.

0037-98-1 Report on status of exempt appointments. (Item No. 14)

Action: Report received; file.

REQUESTS TO SPEAK

None.

ADJOURNMENT

3:55 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
3/16/98

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

GEORGE KOSTUROS
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

AGENDA

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

Regular Meeting
of
March 16, 1998

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

DOCUMENTS DEPT.
MAR 16 1998
SAN FRANC
PUBLIC LIBRARY

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

3:00 p.m.

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 16, 1998
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of March 2, 1998.

Regular Meeting of March 2, 1998.

(3) ANNOUNCEMENTS

Announcement of changes to agenda.

Other announcements.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of request for approval of proposed personal services contracts. (File No. 0048-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4097-97/98	Public Works	$1,500,000	To assist the City in implementing an improvement program for the Union Square Plaza through an international competition for a conceptual design. Work to include programming and developing the selected conceptual design for the Square.	Regular	04/30/01
4098-97/98	Port of San Francisco	$100,000	To assist in the formulation of financing plans, including presentations of alternative financial programs and strategies; financial analysis and financial feasibility studies for real estate development alternatives at various Port sites.	Regular	3/31/00
4099-97/98	Human Services	$165,367	To provide an inventory of construction jobs available over the next two years, an analysis of growth sectors in the San Francisco labor market, and a database linking occupations to an employer-specific range of skill and knowledge.	Regular	12/31/98
4028-97/98	Public Transportation	Increase Amount $2,608,310 New Amount $6,014,819	Will provide a variety of specialized vehicle engineering services for the implementation and completion of the procurement of 77 LRV2 and 59 LRV3 Light Rail Vehicles from Breda.	Regular	12/31/02
4030-97/98	Public Transportation	Increase Amount $300,000 New Amount $800,000	Will provide civil and systems engineering services on an as-needed basis.	Regular	12/31/99
4056-97/98	Sheriff's Office	Increase Amount $155,200 New Amount $255,200	Will provide a domestic violence intervention class for men who batter or commit other violent acts. Class instruction includes identification of violent behavior, principles of accountability, and methods of how to change behavior.	Regular	06/30/98

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) Request for two exempt appointments in Class 1365 Special Assistant VI, Solid Waste Management Program. (File No. 0033-98-1)

March 2, 1998: Postpone to the meeting of March 16, 1998. Ms. Karen Strandoo to provide additional information requested by the Commission.

Recommendation: Adopt the Human Resources Director's report. Approve the exemption from civil service of two Class 1365 Special Assistant VI, Solid Waste Management Program.

(6) Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (File No. 0053-98-1)

Recommendation: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104-1 through 10.104-12.

(7) Proposed amendments to Civil Service Commission Rule 15 - Rules Related to the Employment of Persons with Disabilities. (File No. 0439-97-5)

Recommendation: Adopt.

(8) Proposed amendments to Civil Service Commission Rule 17 - Probationary Period. (File No. 0505-97-5)

Recommendation: Adopt.

(9) Request to exercise the Civil Service Commission's discretion pursuant to the terms of the current MOU with the Municipal Executives Association to approve payment of five (5) unused floating holidays in the amount of $1,807.65 to Albert C. Walker, former Executive Officer who retired January 1, 1998. (File No. 0052-98-1)

Recommendation: As appointing authority for the position of Executive Officer, approve non-precedential discretionary payment of five floating holidays in the amount of $1807.65 to Albert C. Walker.

(10) Approval of future employability of Jeff Edwards, Environmental Health Inspector (Class 6120), Department of Public Health, in accordance with the settlement agreement. (File No. 0367-96-7)

Recommendation: Accept resignation as certified. No future employment with the City and County of San Francisco.

REGULAR AGENDA

(11) Appeal by Joyce Vanman of the Human Resources Director's action to dismiss the employment discrimination complaint. (File No. 0409-97-6)

March 2, 1998: Postpone to the meeting of March 16, 1998 at the request of Mr. Julian Lastowski, representing Ms. Vanman.

Recommendation: Adopt report. Deny the appeal of Joyce Vanman. Sustain the decision of the Human Resources Director.

(12) Appeal by Richard Turner of the Human Resources Director's decision to administratively close the employment discrimination complaint. (File No. 0456-97-6)

February 2, 1998: Postpone to the meeting of March 16, 1998 at the request of Mr. Turner.

Recommendation: Adopt report. Deny the appeal of Richard Turner. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(13) Determination of future employability: termination of permanent appointment of Hattie Jones, Airport Communications Dispatcher (Class 9202), Airport Commission. (File No. 0027-98-7)

Recommendation of the Airport Commission:

Dismiss from City and County Service. Cancel any current examination and eligibility status. No future employment in a communications position (e.g., operator, dispatcher) which could involve public safety.

HUMAN RESOURCES DIRECTOR'S REPORT

(14) Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0049-98-1)

(15) Progress report on class consolidation project. (File No. 0050-98-1)

(16) REQUESTS TO SPEAK

(17) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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6/98

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

GEORGE KOSTUROS
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

MINUTES

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

Regular Meeting
March 16, 1998

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

CALL TO ORDER

2:05 p.m.

Commissioner Pon welcomed Kate Favetti, new Executive Officer of the Commission.

ROLL CALL

Commissioner Karen Clopton	(missed items 1, 2, 4, 5, 7, 8, 9 & 10)
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Special Meeting of March 2, 1998.

Action: Approve.

Regular Meeting of March 2, 1998.

Action: Approve.

0367-96-7 Approval of future employability of Jeff Edwards, Environmental Health Inspector (Class 6120), Department of Public Health, in accordance with the settlement agreement. (Item No. 10)

Speakers: None.

Action: Accept resignation as certified. No future employment with the City and County of San Francisco.

0409-97-6 Appeal by Joyce Vanman of the Human Resources Director's action to dismiss the employment discrimination complaint. (Item No. 11)

March 2, 1998: Postpone to the meeting of March 16, 1998 at the request of Mr. Julian Lastowski, representing Ms. Vanman.

Speakers: Pro: Dana VanGorder, Department of Public Health
Dolores Blanding, Department of Public Health
Con: Julian Lastowski, representing Ms. Vanman

Action: Postpone to the meeting of April 6, 1998. The Commission is requesting the Department of Public Health to provide additional information and that Mr. Wilson and Mr. Mollenhauer appear before the Commission.

0439-97-5 Proposed amendments to Civil Service Commission Rule 15 - Rules Related to the Employment of Persons with Disabilities. (Item No. 7)

Speakers: None.

Action: Postpone to the meeting of April 6, 1998 at the request of the Department of Human Resources - Equal Employment Opportunity Division.

0505-97-5 Proposed amendments to Civil Service Commission Rule 17 - Probationary Period. (Item No. 8)

Speakers: None.

Action: Adopt.

0456-97-6 Appeal by Richard Turner of the Human Resources Director's decision to administratively close the employment discrimination complaint. (Item No. 12)

February 2, 1998: Postpone to the meeting of March 16, 1998 at the request of Mr. Turner.

Speakers:
Pro: Diana Garcia, Department of Human Resources - Equal Employment Opportunity Division
Ed Gazzano, Department of Public Health
Rafael Centeno, Airport Commission
Gloria Louie, Department of Public Health
Con: Richard Turner

Action: Adopt report. Deny the appeal of Richard Turner. Sustain the decision of the Human Resources Director.

0027-98-7 Determination of future employability: termination of permanent appointment of Hattie Jones, Airport Communications Dispatcher (Class 9202), Airport Commission. (Item No. 13)

Speakers: None.

Action: Off calendar; appeal withdrawn by Ms. Jones.

0033-98-1 Request for two exempt appointments in Class 1365 Special Assistant VI, Solid Waste Management Program. (Item No. 5)

March 2, 1998: Postpone to the meeting of March 16, 1998. Ms. Karen Strandoo to provide additional information requested by the Commission.

Speakers:
Pro: Karen Strandoo, Administrative Services
Con: Linda Jofuku, Local 21

Action: Adopt the Human Resources Director's report. Approve the exemption from civil service of two Class 1365 Special Assistant VI, Solid Waste Management Program.

0048-98-8 Review of request for approval of proposed personal services contracts. (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4097-97/98	Public Works	$1,500,000	To assist the City in implementing an improvement program for the Union Square Plaza through an international competition for a conceptual design. Work to include programming and developing the selected conceptual design for the Square.	Regular	04/30/01
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4099-97/98	Human Services	$165,367	To provide an inventory of construction jobs available over the next two years, an analysis of growth sectors in the San Francisco labor market, and a database linking occupations to an employer-specific range of skill and knowledge.	Regular	12/31/98
4028-97/98	Public Transportation	Increase Amount $2,608,310 New Amount $6,014,819	Will provide a variety of specialized vehicle engineering services for the implementation and completion of the procurement of 77 LRV2 and 59 LRV3 Light Rail Vehicles from Breda.	Regular	12/31/02
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4056-97/98	Sheriff's Office	Increase Amount $155,200 New Amount $255,200	Will provide a domestic violence intervention class for men who batter or commit other violent acts. Class instruction includes identification of violent behavior, principles of accountability, and methods of how to change behavior.	Regular	06/30/98

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0052-98-1 Request to exercise the Civil Service Commission's discretion pursuant to the terms of the current MOU with the Municipal Executives Association to approve payment of five (5) unused floating holidays in the amount of $1,807.65 to Albert C. Walker, former Executive Officer who retired January 1, 1998. (Item No. 9)

0052-98-1 **Continued. (Item No. 9)**

Speakers: None.

Action: As appointing authority for the position of Executive Officer, approve non-precedential discretionary payment of five floating holidays in the amount of $1807.65 to Albert C. Walker.

0053-98-1 **Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (Item No. 6)**

Speakers: Pro: Diana Buchbinder, Public Library
Steve Nelson, Administrative Services
Con: Linda Jofuku, Local 21

Action: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104-1 through 10.104-12.

HUMAN RESOURCES DIRECTOR'S REPORT

0049-98-1 **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 14)**

Action: Report received; file.

0050-98-1 **Progress report on class consolidation project. (Item No. 15)**

Action: Report received; file.

REQUESTS TO SPEAK

1. Jesus Gumban informed the Commission about the status of his case against the City and County.

2. Linda Jofuku, Local 21, commented on the transportation contracts in Item No. 4 and the problems with ADA transfers.

3. Jeff Edwards spoke to the Commission about his settlement agreement, Item No. 10.

ADJOURNMENT

3:55 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
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#4
4/6/98

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AGENDA

Regular Meeting
of
April 6, 1998

Room 428
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Order of Business

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APR 03 1998
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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 6, 1998
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of March 16, 1998.

Regular Meeting of March 16, 1998:

Amended to reflect vote of 4 to 1, Commissioner Kosturos dissents on File No. 0456-97-6, appeal by Richard Turner.

(3) ANNOUNCEMENTS

Announcement of changes to agenda.

Other announcements.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

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(4) Review of requests for approval of proposed personal services contracts. (File No. 0066-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-98/99	Human Resources	$1,000,000	To provide a range of managed care and medical cost containment services for the workers' compensation program including medical bill review and repricing, and Preferred Provider Organization (PPO) administration and repricing.	Annual	06/30/99
1001-98/99	Human Resources	$224,000	To provide access to and use of a proprietary workers' compensation claim file management system with checkwriting capabilities, and technical personnel to maintain both the hardware and software required to operate the system.	Annual	06/30/99
1002-98/99	Human Resources	$3,045,000	To provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation, and preparation of reports.	Annual	06/30/99
1003-98/99	Public Works	$20,000	To provide labor, materials, equipment and facilities for the preparation of analytical reports specifying the type and composition of suspect samples of primarily asbestos and lead.	Annual	06/30/99
1004-98/99	Public Works	$20,000	To provide maintenance of the Bureau's Local Area Network (LAN) and technical support to the expansion of the network which will include remote access from field offices.	Annual	06/30/99
1005-98/99	Sheriff's Office	$32,000	To provide responses to prisoners' inquiries about legal issues, assistance in Prisoner Law Libraries, legal references as requested, and related services as directed by the Prisoner Legal Service Attorney.	Annual	06/30/99
1006-98/99	Sheriff's Office	$8,000	To review prisoners' menu, evaluate caloric requirements, conduct site visits to observe food preparation and service in county jails, and report food service and dietary issues to the Sheriff.	Annual	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1007-98/99	Sheriff's Office	$121,800	To review all misdemeanor bookings; conduct interviews when necessary; work with Bail Commissioner, Duty Judge and Sheriff's personnel in determining eligibility for supervised citation release; and insure cited individual appears on court date.	Annual	06/30/99
1008-98/99	Sheriff's Office	$1,800,000	To provide residential substance abuse counseling for prisoners paroled from the county jail and electronic monitoring services for prisoners placed in Sheriff's Home Detention.	Annual	06/30/99
1009-98/99	Sheriff's Office	$72,000	To provide victims of crime with notification and information of when their assailants are being released from jail through the use of a computer system which interfaces with specific jail information.	Annual	06/30/99
1010-98/99	Sheriff's Office	$200,000	To provide for timely pick-up of prisoners throughout California and the United States pursuant to court orders of lawful arrest warrants.	Annual	06/30/99
1011-98/99	Sheriff's Office	$37,500	To provide necessary basic and updated instructions in first aid and CPR consistent with California requirements to Sheriff Department employees.	Annual	06/30/99
1012-98/99	Sheriff's Office	$70,000	To provide pre-employment polygraph examinations and psychological evaluations required for peace officers; and post-employment examinations and psychological services resulting from investigations and critical incidents.	Annual	06/30/99
1013-98/99	Sheriff's Office	$2,064,000	To provide classes in GED, Relapse Prevention, Substance Abuse, Parenting, Domestic Violence and Violence Prevention; and services which include acupuncture, administrative support for records management; and related counseling services.	Annual	06/30/99
1014-98/99	Sheriff's Office	$17,500	To provide emergency notification through a computerized system which is designed to contact residents near the San Bruno compound by phone in the event of an escape, disturbance or other emergency; and contact Sheriff's emergency response personnel.	Annual	06/30/99
1015-98/99	Telecommunication and Information Services	$85,000	To provide technical writing services to develop and update Technical Services' data security policies and procedures; disaster recovery plans and procedures; and administrative publications and training guides.	Annual	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1016-98/99	Telecommunication and Information Services	$95,000	To provide technical writing services to develop complete project documentation in support of the Employees' Retirement System.	Annual	06/30/99
1017-98/99	Telecommunication and Information Services	$50,000	To provide expertise in regards to Internet/Intranet Servers/Services and Network Security; perform the more difficult system upgrades and enhancements; and provide technical assistance in problem identification and resolution.	Annual	06/30/99
1018-98/99	Telecommunication and Information Services	$85,000	To provide highly specialized advanced training in PC and network programs for DTIS staff and City departments. Programs include: MS Access, MS Excel, MS PowerPoint, MS Project, MS Word, Wordperfect, Paradox and Novell System Administration.	Annual	06/30/99
1019-98/99	Telecommunication and Information Services	$100,000	To provide analysis, design, programming, and implementation of major database enhancements and program changes to the existing Retirement System.	Annual	06/30/99
1020-98/99	Telecommunication and Information Services	$810,000	To provide expert consultant and technical programming services for the Court Management Systems Project.	Annual	06/30/99
1021-98/99	Telecommunication and Information Services	$150,000	To assist with the implementation of computer software for the Integrated Property Assessor-Recorder, Controller, Treasurer-Tax Collector (INPACT) system on an IBM AS/400 minicomputer.	Annual	06/30/99
1022-98/99	Telecommunication and Information Services	$120,000	To assist with the elimination of the backlog of production support services requests.	Annual	06/30/99
1023-98/99	Telecommunication and Information Services	$110,000	To assist in the elimination of the backlog of production support service requests, and will also assist in the new development of PC-based application in support of the Tax Collector.	Annual	06/30/99
1025-98/99	Telecommunication and Information Services	$130,000	To provide analysis, design, programming and implementation of major database enhancements and program changes to the Benefit Payment System.	Annual	06/30/99
1026-98/99	Telecommunication and Information Services	$50,000	To provide expert knowledge in the planning and customization of the system for Year 2000 with the Payroll and Personnel Systems Division of the Controller's Office, as well as the Information Services staff.	Annual	06/30/99
2027-98/99	Convention Facilities Management	$40,000	To conduct an annual examination and audit of the finance records of the operations of the Moscone Center and Bill Graham Civil Auditorium for the fiscal year.	Continuing	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2028-97/98	Convention Facilities Management	$7,000,000	To promote the City to conventioneers, tourists and other visitors.	Continuing	06/30/99
4100-97/98	Airport Commission	$150,000	To provide graphic design and project management services for the Airport's Annual Report and selected brochures.	Regular	02/28/99
4101-97/98	Telecommunication and Information Services	$912,000	To provide expert project management and systems analysis services for the Court Management System (CMS) Replacement Project.	Regular	06/30/99
4102-97/98	Human Services	$75,400	To provide consulting services to the Department on the development of client welfare-to-work plans, and strategies for participants in the Department's CalWORKS and Personal Assisted Employment Services (PAES) programs.	Regular	03/15/99
4103-97/98	Human Services	$140,000	To educate CalWORKS clients about their rights and responsibilities; mediate between DHS and clients; participate on Grievance Committee; represent clients through grievance process; ensure participating worksites comply with health and safety requirements.	Regular	06/30/99
4104-97/98	Airport Commission	$90,000	To test the feasibility of the Federal Aviation Administration implementing various arrival and departure procedures to mitigate aircraft noise.	Regular	12/31/00
4105-97/98	Human Services	$124,200	To provide CalWORKS implementation training for approximately 200 staff in the Employment Specialist classification series.	Regular	06/30/98
4106-97/98	Public Health	$500,000	To perform environmental site assessments, soils and/or water sampling, prepare remedial action plans and remediate site according to the approved plan.	Regular	03/31/00
4107-97/98	Public Works	$700,000	To assist the City in determining the strategy for the seismic retrofit and rehabilitation of the Fourth Street Bridge; provide engineering services for mechanical and electrical work; prepare plans, specifications, estimates and design support.	Regular	07/31/01
077C-94/95	Human Services	Increase Amount $160,000 New Amount $246,944	To distribute food to immigrants who lost their food stamp eligibility on September 1, 1997.	Continuing	06/30/98
307-94/95	Public Utilities Commission (Hetch Hetchy)	Increase Amount $236,000 New Amount $823,000	As-needed fisheries consulting services on a task order basis. Needed to assist HHWP, SFWD and San Francisco City Attorney's Office on fishery issues pertaining to Bay-Delta proceedings.	Regular	03/31/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4050-97/98	Public Works	Increase Amount $130,000 New Amount $260,000	Provide consulting services regarding solid waste rate methodologies, solid waste regulatory system restructuring, performance incentives, and other solid waste projects on an as-needed basis.	Regular	06/30/00
4138-95/96	Assessor	Increase Amount $150,000 New Amount $450,000	Will manage the acquisition and installation of the Integrated Property Assessor, Controller, Tax Collector System (INPACT).	Regular	04/01/00
4203-96/97	Telecommunication and Information Services	Increase Amount $450,000 New Amount $700,000	Modify the Health Services System Membership Accounting System and Health Services System Claims System to be Year 2000-compliant.	Regular	12/31/98

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) **Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 1998-99 in accordance with Charter Section A8.409.1. (File No. 0067-98-3)**

Recommendation: Adopt report. Certify the salary and benefits as detailed in the report; forward to the Mayor's Office for inclusion in the Fiscal Year 1998-99 budget for transmittal to the Board of Supervisors on June 1, 1998.

(6) **Proposed amendments to Civil Service Commission Rule 15 - Rules Related to the Employment of Persons with Disabilities. (File No. 0439-97-5)**

November 3, 1997: Post for adoption following meet and confer.

March 16, 1998: Postpone to the meeting of April 6, 1998 at the request of the Department of Human Resources - Equal Employment Opportunity Division.

Recommendation: Adopt.

(7) **Appeal by Joyce Vanman of the Human Resources Director's action to dismiss the employment discrimination complaint. (File No. 0409-97-6)**

March 2, 1998: Postpone to the meeting of March 16, 1998 at the request of Mr. Julian Lastowski, representing Ms. Vanman.

March 16, 1998: Postpone to the meeting of April 6, 1998. The Commission is requesting the Department of Public Health to provide additional information and that Mr. Wilson and Mr. Mollenhauer appear before the Commission.

Recommendation: Off calendar. The Department of Human Resources to notify the Executive Officer when prepared to proceed.

(8) **Determination of future employability: termination of temporary appointment of Forgetree Lewis, Transit Operator, (Class 9163), Public Transportation Department. (File No. 0311-97-7))**

Recommendation: Postpone to the meeting of April 20, 1998 at the request of Melvin Patterson, counsel to Mr. Lewis.

REGULAR AGENDA

(9) **Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (File No. 0068-98-1)**

Recommendation: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104-1 through 10.104-12.

(10) **Appeal by Neil Rains of the Human Resources Director's action to dismiss the employment discrimination complaint. (File No. 0023-98-6)**

Recommendation: Adopt report. Deny the appeal of Neil Rains. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) Determination of future employability: probationary termination of Efrain Zuniga, Deputy Sheriff, (Class 8304), Sheriff's Department. (File No. 0984-94-7)

February 6, 1995:	Over to meeting of March 6, 1995 at the request of Local 3.
March 6, 1995:	Over to the meeting of May 1, 1995 at the request of the Sheriff's Department.
May 1, 1995:	Over to the meeting of August 7, 1995 at the request of the Sheriff's Department.
August 7, 1995:	Postponed pending resolution of arbitration issue; the Sheriff to notify the Executive Officer when prepared to proceed.

Recommendation of the Sheriff's Department:

Dismiss from the City and County service. Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County Service. No future employment with the Sheriff's Department.

(12) Determination of future employability: probationary termination of Donald Smith, Library Technical Assistant I, (Class 3616), San Francisco Community College District. (File No. 0529-96-7)

February 3, 1997:	Postpone to the meeting of March 3, 1997 due to adjournment of the February 3, 1997 meeting.
March 3, 1997:	Off calendar pending resolution of discrimination complaint; Mr. Smith, the Department of Human Resources - Equal Employment Opportunity Division, or the San Francisco Community College District to notify the Executive Officer when prepared to proceed.

Recommendation of the San Francisco Community College District:

Dismiss from the City and County Service. No future employment with the San Francisco Community College District.

(13) **Determination of future employability: termination of provisional appointment of Deedra Lee, Collections Officer, (Class 4306), Treasurer/Tax Collector. (File No. 0386-97-7)**

November 3, 1997:	Postpone to the meeting of November 17, 1997 at the request of Local 790.
November 17, 1997:	Postpone to the meeting of January 5, 1998 at the request of Local 790.
January 5, 1998:	Postpone to the meeting of April 6, 1998 at the request of Local 790.

Recommendation of the Treasurer/Tax Collector:

No future employment with the Treasurer/Tax Collector.

(14) **Determination of future employability: entrance probationary termination of Rashmi Kaul, Child Welfare Worker, (Class 2940), Department of Human Services. (File No. 0482-97-7)**

January 5, 1998:	Postpone to the meeting of February 2, 1998 at the request of Ms. Kaul.
February 2, 1998:	Postpone to the meeting of April 6, 1998 at the request of Ms. Kaul.

Recommendation of the Department of Human Services:

Dismiss from the City and County service. Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County Service.

(15) **Determination of future employability: termination of permanent appointment of Haley Smith, Automotive Service Worker, (Class 7410), Public Transportation Department. (File No. 0031-98-7)**

Recommendation of the Public Transportation Department:

Dismiss from the City and County service. Approve the separation. Cancel any current examination and eligibility status. No future employment with the City and County of San Francisco.

(16) Determination of future employability: termination of permanent appointment of Fennis Gipson, Transit Operator, (Class 9163), Public Transportation Department. (File No. 0043-98-7)

Recommendation of the Public Transportation Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County Service. Must submit satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

(17) REQUESTS TO SPEAK

(18) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
98 PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

AREN CLOPTON
COMMISSIONER

ORGE KOSTUROS
COMMISSIONER

ABELLA SAFONT
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

MINUTES

DOCUMENTS DEPT.
APR 13 1998
SAN FRANCISCO
PUBLIC LIBRARY

Regular Meeting
April 6, 1998

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

CALL TO ORDER

2:25 p.m.

ROLL CALL

Commissioner Karen Clopton	(missed items 1, 2, & 3)
Commissioner George Kosturos	(missed items 1, 2, 3 & 4)
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Special Meeting of March 16, 1998.

Action: Approve.

Regular Meeting of March 16, 1998 (Amended).

Action: Approve.

0984-94-7 Determination of future employability: probationary termination of Efrain Zuniga, Deputy Sheriff, (Class 8304), Sheriff's Department. (Item No. 11)

February 6, 1995:	Over to meeting of March 6, 1995 at the request of Local 3.
March 6, 1995:	Over to the meeting of May 1, 1995 at the request of the Sheriff's Department.
May 1, 1995:	Over to the meeting of August 7, 1995 at the request of the Sheriff's Department.
August 7, 1995:	Postponed pending resolution of arbitration issue; the Sheriff to notify the Executive Officer when prepared to proceed.
Speakers:	None.
Action:	Postpone to the meeting of May 18, 1998 at the request of the Sheriff's Department.

0529-96-7 Determination of future employability: probationary termination of Donald Smith, Library Technical Assistant I, (Class 3616), San Francisco Community College District. (Item No. 12)

February 3, 1997:	Postpone to the meeting of March 3, 1997 due to adjournment of the February 3, 1997 meeting.
March 3, 1997:	Off calendar pending resolution of discrimination complaint; Mr. Smith, the Department of Human Resources - Equal Employment Opportunity Division, or the San Francisco Community College District to notify the Executive Officer when prepared to proceed.
Speakers:	None.
Action:	Dismiss from the City and County service. No future employment with the San Francisco Community College District. (Mr. Smith failed to appear).

0311-97-7 Determination of future employability: termination of temporary appointment of Forgetree Lewis, Transit Operator, (Class 9163), Public Transportation Department. (Item No. 8)

Speakers: None.

Action: Postpone to the meeting of April 20, 1998 at the request of Melvin Patterson, counsel to Mr. Lewis.

0386-97-7 Determination of future employability: termination of provisional appointment of Deedra Lee, Collections Officer, (Class 4306), Treasurer/Tax Collector. (Item No. 13)

November 3, 1997: Postpone to the meeting of November 17, 1997 at the request of Local 790.

November 17, 1997: Postpone to the meeting of January 5, 1998 at the request of Local 790.

January 5, 1998: Postpone to the meeting of April 6, 1998 at the request of Local 790.

Speakers:

Pro: Katherine Dere, Treasurer/Tax Collector
Margarita Lacayo, Treasurer/Tax Collector

Con: James Bryant, Local 790
Deedra Lee

Action: No future employment with the Treasurer/Tax Collector.

0409-97-6 Appeal by Joyce Vanman of the Human Resources Director's action to dismiss the employment discrimination complaint. (Item No. 7)

March 2, 1998: Postpone to the meeting of March 16, 1998 at the request of Mr. Julian Lastowski, representing Ms. Vanman.

March 16, 1998: Postpone to the meeting of April 6, 1998. The Commission is requesting the Department of Public Health to provide additional information and that Mr. Wilson and Mr. Mollenhauer appear before the Commission.

Speakers: None.

Action: Off calendar. The Department of Human Resources to notify the Executive Officer when prepared to proceed.

0439-97-5 Proposed amendments to Civil Service Commission Rule 15 - Rules Related to the Employment of Persons with Disabilities. (Item No. 6)

November 3, 1997: Post for adoption following meet and confer.

March 16, 1998: Postpone to the meeting of April 6, 1998 at the request of the Department of Human Resources - Equal Employment Opportunity Division.

Speakers: Con: Dale Butler, Local 790
Linda Jofuku, Local 21

Action: Adopt.

0482-97-7 Determination of future employability: entrance probationary termination of Rashmi Kaul, Child Welfare Worker, (Class 2940), Department of Human Services. (Item No. 14)

January 5, 1998: Postpone to the meeting of February 2, 1998 at the request of Ms. Kaul.

February 2, 1998: Postpone to the meeting of April 6, 1998 at the request of Ms. Kaul.

Speakers: Pro: Susan Chapman, Department of Human Services
Con: Rashmi Kaul

Action: Dismiss from the City and County service. Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County Service.

0023-98-6 Appeal by Neil Rains of the Human Resources Director's action to dismiss the employment discrimination complaint. (Item No. 10)

Speakers: None.

Action: Postpone to the meeting of May 4, 1998 at the request of the Department of Human Resources.

0031-98-7 **Determination of future employability: termination of permanent appointment of Haley Smith, Automotive Service Worker, (Class 7410), Public Transportation Department. (Item No. 15)**

Speakers: None.

Action: Dismiss from the City and County service. Approve the separation. Cancel any current examination and eligibility status. No future employment with the City and County of San Francisco. (Mr. Haley was not present at 3:00 p.m. Separations Agenda roll call).

0043-98-7 **Determination of future employability: termination of permanent appointment of Fennis Gipson, Transit Operator, (Class 9163), Public Transportation Department. (Item No. 16)**

Speakers: None.

Action: Postpone to the meeting of April 20, 1998 at the request of Steven McNichols, Mr. Gipson's attorney.

0066-98-8 **Review of requests for approval of proposed personal services contracts. (Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-98/99	Human Resources	$1,000,000	To provide a range of managed care and medical cost containment services for the workers' compensation program including medical bill review and repricing, and Preferred Provider Organization (PPO) administration and repricing.	Annual	06/30/99
1001-98/99	Human Resources	$224,000	To provide access to and use of a proprietary workers' compensation claim file management system with checkwriting capabilities, and technical personnel to maintain both the hardware and software required to operate the system.	Annual	06/30/99
1002-98/99	Human Resources	$3,045,000	To provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation, and preparation of reports.	Annual	06/30/99
1003-98/99	Public Works	$20,000	To provide labor, materials, equipment and facilities for the preparation of analytical reports specifying the type and composition of suspect samples of primarily asbestos and lead.	Annual	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1004-98/99	Public Works	$20,000	To provide maintenance of the Bureau's Local Area Network (LAN) and technical support to the expansion of the network which will include remote access from field offices.	Annual	06/30/99
1005-98/99	Sheriff's Office	$32,000	To provide responses to prisoners' inquiries about legal issues, assistance in Prisoner Law Libraries, legal references as requested, and related services as directed by the Prisoner Legal Service Attorney.	Annual	06/30/99
1006-98/99	Sheriff's Office	$8,000	To review prisoners' menu, evaluate caloric requirements, conduct site visits to observe food preparation and service in county jails, and report food service and dietary issues to the Sheriff.	Annual	06/30/99
1007-98/99	Sheriff's Office	$121,800	To review all misdemeanor bookings; conduct interviews when necessary; work with Bail Commissioner, Duty Judge and Sheriff's personnel in determining eligibility for supervised citation release; and insure cited individual appears on court date.	Annual	06/30/99
1008-98/99	Sheriff's Office	$1,800,000	To provide residential substance abuse counseling for prisoners paroled from the county jail and electronic monitoring services for prisoners placed in Sheriff's Home Detention.	Annual	06/30/99
1009-98/99	Sheriff's Office	$72,000	To provide victims of crime with notification and information of when their assailants are being released from jail through the use of a computer system which interfaces with specific jail information.	Annual	06/30/99
1010-98/99	Sheriff's Office	$200,000	To provide for timely pick-up of prisoners throughout California and the United States pursuant to court orders of lawful arrest warrants.	Annual	06/30/99
1011-98/99	Sheriff's Office	$37,500	To provide necessary basic and updated instructions in first aid and CPR consistent with California requirements to Sheriff Department employees.	Annual	06/30/99
1012-98/99	Sheriff's Office	$70,000	To provide pre-employment polygraph examinations and psychological evaluations required for peace officers; and post-employment examinations and psychological services resulting from investigations and critical incidents.	Annual	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1013-98/99	Sheriff's Office	$2,064,000	To provide classes in GED, Relapse Prevention, Substance Abuse, Parenting, Domestic Violence and Violence Prevention; and services which include acupuncture, administrative support for records management; and related counseling services.	Annual	06/30/99
1014-98/99	Sheriff's Office	$17,500	To provide emergency notification through a computerized system which is designed to contact residents near the San Bruno compound by phone in the event of an escape, disturbance or other emergency; and contact Sheriff's emergency response personnel.	Annual	06/30/99
1015-98/99	Telecommunication and Information Services	$85,000	To provide technical writing services to develop and update Technical Services' data security policies and procedures; disaster recovery plans and procedures; and administrative publications and training guides.	Annual	06/30/99
1016-98/99	Telecommunication and Information Services	$95,000	To provide technical writing services to develop complete project documentation in support of the Employees' Retirement System.	Annual	06/30/99
1017-98/99	Telecommunication and Information Services	$50,000	To provide expertise in regards to Internet/Intranet Servers/Services and Network Security; perform the more difficult system upgrades and enhancements; and provide technical assistance in problem identification and resolution.	Annual	06/30/99
1018-98/99	Telecommunication and Information Services	$85,000	To provide highly specialized advanced training in PC and network programs for DTIS staff and City departments. Programs include: MS Access, MS Excel, MS PowerPoint, MS Project, MS Word, Wordperfect, Paradox and Novell System Administration.	Annual	06/30/99
1019-98/99	Telecommunication and Information Services	$100,000	To provide analysis, design, programming, and implementation of major database enhancements and program changes to the existing Retirement System.	Annual	06/30/99
1020-98/99	Telecommunication and Information Services	$810,000	To provide expert consultant and technical programming services for the Court Management Systems Project.	Annual	06/30/99
1021-98/99	Telecommunication and Information Services	$150,000	To assist with the implementation of computer software for the Integrated Property Assessor-Recorder, Controller, Treasurer-Tax Collector (INPACT) system on an IBM AS/400 minicomputer.	Annual	06/30/99
1022-98/99	Telecommunication and Information Services	$120,000	To assist with the elimination of the backlog of production support services requests.	Annual	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1023-98/99	Telecommunication and Information Services	$110,000	To assist in the elimination of the backlog of production support service requests, and will also assist in the new development of PC-based application in support of the Tax Collector.	Annual	06/30/99
1025-98/99	Telecommunication and Information Services	$130,000	To provide analysis, design, programming and implementation of major database enhancements and program changes to the Benefit Payment System.	Annual	06/30/99
1026-98/99	Telecommunication and Information Services	$50,000	To provide expert knowledge in the planning and customization of the system for Year 2000 with the Payroll and Personnel Systems Division of the Controller's Office, as well as the Information Services staff.	Annual	06/30/99
2027-98/99	Convention Facilities Management	$40,000	To conduct an annual examination and audit of the finance records of the operations of the Moscone Center and Bill Graham Civil Auditorium for the fiscal year.	Continuing	06/30/99
2028-97/98	Convention Facilities Management	$7,000,000	To promote the City to conventioneers, tourists and other visitors.	Continuing	06/30/99
4100-97/98	Airport Commission	$150,000	To provide graphic design and project management services for the Airport's Annual Report and selected brochures.	Regular	02/28/99
4101-97/98	Telecommunication and Information Services	$912,000	To provide expert project management and systems analysis services for the Court Management System (CMS) Replacement Project.	Regular	06/30/99
4102-97/98	Human Services	$75,400	To provide consulting services to the Department on the development of client welfare-to-work plans, and strategies for participants in the Department's CalWORKS and Personal Assisted Employment Services (PAES) programs.	Regular	03/15/99
4103-97/98	Human Services	$140,000	To educate CalWORKS clients about their rights and responsibilities; mediate between DHS and clients; participate on Grievance Committee; represent clients through grievance process; ensure participating worksites comply with health and safety requirements.	Regular	06/30/99
4104-97/98	Airport Commission	$90,000	To test the feasibility of the Federal Aviation Administration implementing various arrival and departure procedures to mitigate aircraft noise.	Regular	12/31/00
4105-97/98	Human Services	$124,200	To provide CalWORKS implementation training for approximately 200 staff in the Employment Specialist classification series.	Regular	06/30/98

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4106-97/98	Public Health	$500,000	To perform environmental site assessments, soils and/or water sampling, prepare remedial action plans and remediate site according to the approved plan.	Regular	03/31/00
4107-97/98	Public Works	$700,000	To assist the City in determining the strategy for the seismic retrofit and rehabilitation of the Fourth Street Bridge; provide engineering services for mechanical and electrical work; prepare plans, specifications, estimates and design support.	Regular	07/31/01
077C-94/95	Human Services	Increase Amount $160,000 New Amount $246,944	To distribute food to immigrants who lost their food stamp eligibility on September 1, 1997.	Continuing	06/30/98
307-94/95	Public Utilities Commission (Hetch Hetchy)	Increase Amount $236,000 New Amount $823,000	As-needed fisheries consulting services on a task order basis. Needed to assist HHWP, SFWD and San Francisco City Attorney's Office on fishery issues pertaining to Bay-Delta proceedings.	Regular	03/31/99
4050-97/98	Public Works	Increase Amount $130,000 New Amount $260,000	Provide consulting services regarding solid waste rate methodologies, solid waste regulatory system restructuring, performance incentives, and other solid waste projects on an as-needed basis.	Regular	06/30/00
4138-95/96	Assessor	Increase Amount $150,000 New Amount $450,000	Will manage the acquisition and installation of the Integrated Property Assessor, Controller, Tax Collector System (INPACT).	Regular	04/01/00
4203-96/97	Telecommunication and Information Services	Increase Amount $450,000 New Amount $700,000	Modify the Health Services System Membership Accounting System and Health Services System Claims System to be Year 2000-compliant.	Regular	12/31/98

Speakers: Pro: Ron Hass, Department of Telecommunications and Information Systems
Tommie Whitlow, Assessor/Recorder

Con: Linda Jofuku, Local 21

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and Purchaser.

0067-98-3 **Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 1998-99 in accordance with Charter Section A8.409.1. (Item No. 5)**

Speakers:	None.
Action:	Postpone to the meeting of April 20, 1998 by Commission action.

0068-98-1 **Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (Item No. 9)**

Speakers:	Con: Linda Jofuku, Local 21
Action:	Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104-1 10.104-12. (Vote of 4 to 1, Commissioner Kosturos dissents).

REQUESTS TO SPEAK

1. Mr. Haley Smith addressed the Commission regarding his request for hearing (Item No. 15) after the Commission acted to approve the Department of Public Transportation's recommendation on his request for hearing when he was not present during the Separations Agenda roll call at 3:00 p.m. Mr. Smith arrived at 3:10 p.m.

2. Jesus Gumban updated the Commission of his case.

ADJOURNMENT

3:50 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
4/20/98

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

EORGE KOSTUROS
COMMISSIONER

OSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

AGENDA

Regular Meeting
of
April 20, 1998

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

DOCUMENTS DEPT.
APR 17 1998
SAN FRANCISCO
PUBLIC LIBRARY

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

3:00 p.m.

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 20, 1998
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Regular Meeting of April 6, 1998

Special Meeting of April 13, 1998

(3) ANNOUNCEMENTS

Announcement of changes to agenda.

Other announcements.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0107-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2029-97/98	Human Services	7,085,000	To provide outreach, counseling, employment assessment services, vocational training, referral and placement services, job retention support, and follow-up to very low income individuals.	Continuing	06/30/01
4108-97/98	Building Inspection	$185,000	To correct inaccuracies and convert existing databases of the department for use with the City's new Permit Tracking System (PTS).	Regular	06/30/98
4109-97/98	Public Transportation	$1,000,000	To provide a broad range of specialized rail engineering services for the implementation and completion of various Public Transportation Commission approved rail replacement projects.	Regular	06/30/00
4110-97/98	Public Utilities Commission	$900,000	To provide financial advisory services related to the issuance of revenue bonds, commercial paper and other fixed and variable-rate debt for the purpose of financing the PUC capital improvement program.	Regular	06/30/01
4111-97/98	Public Utilities Commission	$80,000	To characterize targeted small commercial businesses to determine the significance of their discharge, and if necessary, develop and implement business-specific water pollution prevention strategies and conduct assessments.	Regular	04/01/99
4112-97/98	Public Utilities Commission	$180,000	To provide underwriting services for a commercial paper program to finance short-term construction.	Regular	06/30/01
4113-97/98	Public Utilities Commission	$500,000	To provide a Letter of Credit for a commercial paper program to finance shirt-term construction.	Regular	06/30/01
4114-97/98	Public Health	$450,000	To provide portable radiology services on an as-needed basis for the inmates of the City and County of San Francisco jail system.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4115-97/98	Public Health	$66,000	To provide intermittent, as-needed podiatry services for the inmates of the City and County of San Francisco jail system; including foot problems associated with diabetes, calluses and acute/chronic foot infections/injuries.	Regular	06/30/01
4000-95/96	Airport Commission	Increase Amount $1,411,000 New Amount $3,286,000	To perform planning and traffic engineering services during the implementation of the second phase of the Automatic Vehicle Identification system and other advisory services including an evaluation of the current concession program.	Regular	12/31/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

(5) **Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 1998-99 in accordance with Charter Section A8.409.1. (File No. 0067-98-3)**

April 6, 1998: Postpone to the meeting of April 20, 1998 by Commission action.

Recommendation: Open for discussion; consideration of additional information on CPI.

(6) **Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (File No. 0109-98-1)**

Recommendation: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104-1 through 10.104-12.

(7) **Appeal by Andrew Holle of the rejection of his application for Class 7355 Truck Driver. (File No. 0108-98-4)**

Recommendation: Adopt report. Deny the appeal of Andrew Holle. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(8) **Determination of future employability: termination of temporary appointment of Forgetree Lewis, Transit Operator, (Class 9163), Public Transportation Department. (File No. 0311-97-7))**

April 6, 1998: Postpone to the meeting of April 20, 1998 at the request of Melvin Patterson, counsel to Mr. Lewis.

Recommendation of the Public Transportation Department:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) year's work experience outside the City and County Service.

(9) **Determination of future employability: termination of permanent appointment of Fennis Gipson, Transit Operator, (Class 9163), Public Transportation Department. (File No. 0043-98-7)**

April 6, 1998: Postpone to the meeting of April 20, 1998 at the request of Steven McNichols, Mr. Gipson's attorney.

Recommendation of the Public Transportation Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County Service. Must submit satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(10) **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0110-98-1)**

(11) **Progress report on class consolidation project. (File No. 0111-98-1)**

(12) REQUESTS TO SPEAK

(13) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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4/20/98

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

AREN CLOPTON
COMMISSIONER

RGE KOSTUROS
COMMISSIONER

ABELLA SAFONT
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

MINUTES

Regular Meeting
April 20, 1998

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

CALL TO ORDER

2:13 p.m.

ROLL CALL

Commissioner Karen Clopton	Present (missed items 8, 9, 12 & 13)
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Special Meeting of April 13, 1998.

Action: Approve.

Regular Meeting of April 6, 1998.

Action: Approve.

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PUBLIC LIBRARY

ANNOUNCEMENTS

The Commission wished Commissioner Clopton happy birthday who celebrated her birthday on April 15th, and congratulated Commissioner A. Lee Munson on his marriage on April 18, 1998.

0311-97-7 Determination of future employability: termination of temporary appointment of Forgetree Lewis, Transit Operator, (Class 9163), Public Transportation Department. (Item No. 8)

April 6, 1998: Postpone to the meeting of April 20, 1998 at the request of Melvin Patterson, counsel to Mr. Lewis.

Speakers:
Pro: Martha Johnson, Public Transportation Department
Con: Melvin Patterson, Counsel to Mr. Lewis
Forgetree Lewis

Action: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) year's work experience outside the City and County Service. No future employment with the Public Transportation Department. (Vote of 3 to 1, Commissioner Kosturos dissents).

0043-98-7 Determination of future employability: termination of permanent appointment of Fennis Gipson, Transit Operator, (Class 9163), Public Transportation Department. (Item No. 9)

April 6, 1998: Postpone to the meeting of April 20, 1998 at the request of Steven McNichols, Mr. Gipson's attorney.

Speakers:
Pro: Martha Johnson, Public Transportation Department.
Con: Steven McNichols, Attorney
Fennis Gipson

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County Service. Must submit satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

0067-98-3 **Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 1998-99 in accordance with Charter Section A8.409.1. (Item No. 5)**

April 6, 1998: Postpone to the meeting of April 20, 1998 by Commission action.

Speakers: None.

Action: Except for members of the Board of Supervisors, effective July 1, 1998, salary for elected officials to be increased by 3.0% cost-of-living adjustment. In addition, to continue to extend to elected officials, except members of the Board of Supervisors, the same level of benefits granted by the contract between the Municipal Executives Association and the City and County of San Francisco. Members of the Board of Supervisors continue to receive individual health and dental coverage only.

0107-98-8 **Review of requests for approval of proposed personal services contracts. (Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2029-97/98	Human Services	7,085,000	To provide outreach, counseling, employment assessment services, vocational training, referral and placement services, job retention support, and follow-up to very low income individuals.	Continuing	06/30/01
4108-97/98	Building Inspection	$185,000	To correct inaccuracies and convert existing databases of the department for use with the City's new Permit Tracking System (PTS).	Regular	06/30/98
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Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0108-98-4 Appeal by Andrew Holle of the rejection of his application for Class 7355 Truck Driver. (Item No. 7)

Speakers: None.

Action: Postpone to the meeting of May 4, 1998 at the request of the Department of Public Works.

0109-98-1 Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (Item No. 6)

Speakers: None.

Action: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104-1 through 10.104-12.

HUMAN RESOURCES DIRECTOR'S REPORT

0110-98-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 10)

Action: Report received; file.

0111-98-1 Progress report on class consolidation project. (Item No. 11)

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 12)

None.

ADJOURNMENT (Item No. 13)

3:30 p.m. in memory of Martin Horan, father of Jim Horan, Human Resources Director of the Department of Public Works. The Commission sends its condolences to Mr. Horan.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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/98

AGENDA

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SAN FRANCISCO
PUBLIC LIBRARY

Regular Meeting
of
May 4, 1998

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RECOGNITION

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

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Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 4, 1998
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Regular Meeting of April 20, 1998.

Special Meeting of April 20, 1998.

(3) ANNOUNCEMENTS

Announcement of changes to agenda.

Other announcements.

(4) RECOGNITION

Civil Service Commission resolution recognizing and honoring the many contributions of City and County employees in improving our quality of life as we celebrate Public Service Recognition Week, May 4-10, 1998.

Recommendation: Adopt resolution for posting and full distribution.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0149-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4116-97/98	Art Commission	$55,545	To complete the final design, fabrication, transportation and installation of a mixed-media artwork for the 9-1-1 Center.	Regular	12/31/98
4117-97/98	City Administrator's Office	$1,200,000	To provide 8-10 interns per year to work on seasonal programs and/or temporary projects, and administer the recruitment, hiring, training, placement and payroll for the interns. In addition, to handle the accounting to track the funding of this program.	Regular	06/30/01
4118-97/98	Port of San Francisco	$900,000	To provide professional construction management services to the Port on the Downtown Ferry Terminal Construction Project.	Regular	06/01/01
4119-97/98	Public Works	$3,000,000	To provide architectural and engineering services on an as-needed basis to supplement the work of DPW's staff. To meet peak schedule demands and specialized needs that are not available from in-house City staff.	Regular	07/31/01
4120-97/98	Airport Commission	$2,125,000	To develop media campaigns to promote ground transportation services. Includes development of radio, newspaper and billboard ads; public relations promotions for business travelers and regular mass transit commuters.	Regular	06/27/03
4155-95/96	Public Health	Increase Amount $5,625,000 New Amount $6,000,000	Provide as-needed, on-call professional nurses to back up Civil Service employees during scheduled and unscheduled staff absences.	Regular	09/30/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(6) **Commendation in recognition of Anita Sanchez for her outstanding service performing the duties of Acting Executive Officer, Civil Service Commission, from January 1, 1998 to March 15, 1998.**

Recommendation: Adopt.

(7) **Salary Survey of Registered Nurse Classifications (Charter Section A8.403) 1998-99. (File No. 0129-98-3)**

Recommendation: Adopt report, certify to the Board of Supervisors for the acute care nursing classifications the highest prevailing salary schedule in the six Bay Area counties (public and private) in effect on April 15, 1998.

(8) **Proposed amendments to Civil Service Commission Rule 11 - Examinations, Section 11.9 - Aid, Hindrance, Fraud and Collusion in Examinations. (File No. 0150-98-5)**

Recommendation: Post for adoption following meet and confer.

(9) **Approval of Civil Service Commission Hearing Officer Procedures to be used by the Civil Service Commission. (File No. 0151-98-1)**

Recommendation: Adopt.

(10) **Appeal by Neil Rains of the Human Resources Director's action to dismiss the employment discrimination complaint. (File No. 0023-98-6)**

April 6, 1998: Postpone to the meeting of May 4, 1998 at the request of the Department of Human Resources.

Recommendation: Postpone to the meeting of May 18, 1998 at the request of the Department of Public Works.

REGULAR AGENDA

(11) **Appeal by Andrew Holle of the rejection of his application for Class 7355 Truck Driver. (File No. 0108-98-4)**

April 20, 1998: Postpone to the meeting of May 4, 1998 at the request of the Department of Public Works.

Recommendation: Adopt report. Deny the appeal of Andrew Holle. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) Determination of future employability: termination of permanent appointment of Curtis Kelley, Transit Operator (Class 9163), Public Transportation Department. (File No. 0059-98-7)

Recommendation of the Public Transportation Department:

Accept the resignation as certified. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year's work experience outside the City and County service. No future employment with the Public Transportation Department.

(13) REQUESTS TO SPEAK

(14) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
MINUTES

SF
C65
#5
5/4/98

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

ADRIENNE PON
PRESIDENT

LEE MUNSON
ICE PRESIDENT

AREN CLOPTON
COMMISSIONER

RGE KOSTUROS
COMMISSIONER

ABELLA SAFONT
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

Regular Meeting
May 4, 1998

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

DOCUMENTS DEPT.
MAY 11 1998
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:00 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Excused
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Special Meeting of April 20, 1998.

Action: Approve.

Regular Meeting of April 20, 1998.

Action: Approve.

RECOGNITION

Civil Service Commission resolution recognizing and honoring the many contributions of City and County employees in improving our quality of life as we celebrate Public Service Recognition Week, May 4-10, 1998.

Action: Adopt resolution for posting and full distribution.

0023-98-6 **Appeal by Neil Rains of the Human Resources Director's action to dismiss the employment discrimination complaint. (Item No. 10)**

April 6, 1998: Postpone to the meeting of May 4, 1998 at the request of the Department of Human Resources.

Speakers: None.

Action: Postpone to the meeting of May 18, 1998 at the request of the Department of Building Inspection.

0059-98-7 **Determination of future employability: resignation - services certified unsatisfactory of Curtis Kelley, permanent civil service Transit Operator (Class 9163), Public Transportation Department. (Item No. 12)**

Speakers:
Con: Curtis Kelley
Pro: Faith Van Putten, Public Transportation Department

Action: The following action was taken as recommended by the Department of Public Transportation with the stipulation of Transport Workers Union, Local 250-A. Accept the resignation as certified. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year's work experience outside the City and County service.

0108-98-4 **Appeal by Andrew Holle of the rejection of his application for Class 7355 Truck Driver. (Item No. 11)**

April 20, 1998: Postpone to the meeting of May 4, 1998 at the request of the Department of Public Works.

Speakers:
Con: Andrew Holle
Pro: Jim Horan, Department of Public Works
Joyce Smith, Department of Public Works

Action: Grant the appeal of Andrew Holle. The Commission directed the Department of Human Resources to accept the application of Mr. Holle and allow him to participate in the random lottery to determine in which examination administration he will be able to participate.

0129-98-3 **Salary Survey of Registered Nurse Classifications (Charter Section A8.403) 1998-99. (Item No. 7)**

Speakers: None.

Action: Adopt report; certify to the Board of Supervisors for the acute care nursing classifications the highest prevailing salary schedule in the six Bay Area counties (public and private) in effect on April 15, 1998.

0149-98-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4116-97/98	Art Commission	$55,545	To complete the final design, fabrication, transportation and installation of a mixed-media artwork for the 9-1-1 Center.	Regular	12/31/98
4117-97/98	City Administrator's Office	$1,200,000	To provide 8-10 interns per year to work on seasonal programs and/or temporary projects, and administer the recruitment, hiring, training, placement and payroll for the interns. In addition, to handle the accounting to track the funding of this program.	Regular	06/30/01
4118-97/98	Port of San Francisco	$900,000	To provide professional construction management services to the Port on the Downtown Ferry Terminal Construction Project.	Regular	06/01/01
4119-97/98	Public Works	$3,000,000	To provide architectural and engineering services on an as-needed basis to supplement the work of DPW's staff. To meet peak schedule demands and specialized needs that are not available from in-house City staff.	Regular	07/31/01
4120-97/98	Airport Commission	$2,125,000	To develop media campaigns to promote ground transportation services. Includes development of radio, newspaper and billboard ads; public relations promotions for business travelers and regular mass transit commuters.	Regular	06/27/03
4155-95/96	Public Health	Increase Amount $5,625,000 New Amount $6,000,000	Provide as-needed, on-call professional nurses to back up Civil Service employees during scheduled and unscheduled staff absences.	Regular	09/30/00

0149-98-8 **Continued. (Item No. 5)**

Speakers: PSC# 4119-97/98:
Pro: Jim Horan, Department of Public Works
Con: Vitus Leung, Local 21

Action: (1) Postpone PSC# 4119-97/98 to allow the Department of Public Works to meet with and discuss issues raised by Local 21.

(2) Adopt Human Resources Director's report on the remaining contracts. Notify the offices of the Controller and the Purchaser.

0150-98-5 **Proposed amendments to Civil Service Commission Rule 11 - Examinations, Section 11.9 - Aid, Hindrance, Fraud and Collusion in Examinations. (Item No. 8)**

Speakers: None.

Action: Post for adoption following meet and confer.

0151-98-1 **Approval of Civil Service Commission Hearing Officer Procedures to be used by the Civil Service Commission. (Item No. 9)**

Speakers: None.

Action: Adopt.

0173-98-1 **Commendation in recognition of Anita Sanchez for her outstanding service performing the duties of Acting Executive Officer, Civil Service Commission, from January 1, 1998 to March 15, 1998. (Item No. 6)**

Speakers: None.

Action : Approve.

REQUESTS TO SPEAK (Item No. 13)

None.

ADJOURNMENT (Item No. 14)

2:45 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
5/18/98

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

AREN CLOPTON
COMMISSIONER

RGE KOSTUROS
COMMISSIONER

ABELLA SAFONT
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

AGENDA

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (AG)

Regular Meeting
of
May 18, 1998

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

DOCUMENTS DEPT.
MAY 14 1998
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

COMMENDATION

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area. The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

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San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 18, 1998
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of May 4, 1998

Regular Meeting of May 4, 1998

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

COMMENDATION

(4) **Commendation for Sebastiana Pereira, Executive Secretary I, Department of Human Resources, upon her retirement after 26 years of service to the City and County of San Francisco. (File No. 0191-98-1)**

Recommendation: Approve.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0186-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2030-97/98	Retirement System	$275,000	To direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio. Amount of assets to be determined by the Retirement Board in accordance with demonstrated investment performance.	Continuing	06/30/98
4121-97/98	Airport Commission	$126,466	To complete design services to reconfigure the tenant lease area around Japan Airlines so the new aircraft apron will conform to the new North Cargo Building/Apron design.	Regular	12/31/99
4122-97/98	Airport Commission	$225,000	To conduct a program to determine the nature of low frequency noise affecting the communities south of the Airport and test the effectiveness of various noise insulation methods for mitigating this low frequency noise.	Regular	12/31/99
4123-97/98	Board of Supervisors	$101,883	To develop, deliver, install and provide training on a customized version of "Legistar" Software, a legislative management/tracking system, provide documentation and the license.	Regular	11/15/99
4124-97/98	Telecommunication & Information Services	$140,000	To define requirements to meet Retirement business needs and provide business and systems analysis to incorporate PeopleSoft Workflow into the current Benefit Payment (BP) System.	Regular	06/30/99
4125-95/96	Telecommunication & Information Services	$900,000	To assist in the planning, design, documentation, installation, and technical support for the project to replace the existing city-wide electronic mail network; and assist in the design and implementation of Notes database applications.	Regular	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4127-97/98	Port of San Francisco	$60,000	To assess and make recommendations regarding the adequacy of the Port's documentation related to earthquake repairs. Identify discrepancies in the scope of work requested and scope of work performed for which the Port was charged.	Regular	06/30/99
4128-97/98	Police Commission	$267,648	To provide maintenance and support of the SFPD Stratus 1220 Enterprise series computer.	Regular	06/30/99
4129-97/98	City Administrator's Office	$382,000	To implement the Home and School Composting Programs, including developing and staffing educational centers and conducting workshops, building bins, training community volunteers, providing hotline service, and conducting school field trips.	Regular	06/30/00
4130-97/98	Juvenile Probation	$232,312	To provide a comprehensive array of services for young women who have been released from detention and returned to their community. Services will include case management and linkages with appropriate providers and family reunification.	Regular	06/30/99
4131-97/98	Police Commission	$70,000	To perform drug testing on hair samples to determine drug usage and historical patterns of drug usage for police officer, reserve officer, dispatcher and other non-sworn applicants for the Police Department.	Regular	06/30/99
4132-97/98	Police Commission	$90,000	To conduct pre-employment polygraph examinations of police officer applicants and other Department hires; provide written reports of their findings to the Department in a timely fashion.	Regular	06/30/99
4133-97/98	Police Commission	$150,000	To provide the San Francisco Police Department with psychological evaluations of final entry level police officer and dispatcher candidates; and refinement of predictive validity assessment procedures.	Regular	06/30/99
4134-97/98	Airport Commission	$106,915	To plan, administer, and tabulate a comprehensive survey of air passengers' local trip patterns, including origin location, trip purpose and frequency, and transportation carrier used to reach the Airport.	Regular	05/31/99
014X-94/95	Public Utilities Commission	Increase Amount $65,000 New Amount $465,000	Will review and renew PUC leases and permits to reduce existing backlog and mitigate potential loss of revenue to the City. Analyze new potential for use of PUC lands to generate additional revenue.	Regular	12/31/98

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-96/97	Public Utilities Commission	Increase Amount $250,000 New Amount $400,000	Provide resource planning and analysis services including strategic business planning related to electric industry restructure and military base closures.	Regular	09/30/99
4126-97/98	Telecommunication & Information Services	Increase Amount $100,000 New Amount $150,000	To provide GIS and database consulting to utilize Internet Mapping Server and interactive GIS applications for the Recreation and Parks Department.	Regular	06/30/99
4135-97/98	Public Utilities Commission	Increase Amount $100,000 New Amount $150,000	Provide resource planning and analysis services including strategic business planning related to electric industry restructure and military base closures.	Regular	09/30/99
4156-95/96 ***off calendar***	Public Health	Increase Amount $5,640,000 New Amount $6,000,000	Provide as-needed, on-call pharmacists and technicians for use during unusually high patient activity or low staffing for back-up of civil service employees during scheduled and unscheduled staff absences.	Regular	01/31/00
568-93/94	Public Utilities Commission	Increase Amount $175,000 New Amount $6,623,000	Consultant support to the City Attorney in defending the City's water rights before the Federal Energy Regulatory Commission (FERC) and the State Water Resources Control Board (SWRCB).	Regular	06/30/99
597-93/94	Public Utilities Commission	Increase Amount $20,000 New Amount $96,000	To provide as-needed consulting services to assist Hetch Hetchy, SF Water Department, and the City Attorney's Office on matters related to fisheries as they pertain to the Bay-Delta hearings and other matters related to water operations and fisheries.	Regular	08/31/99

Recommendation: (1) PSC # 4156-95/96 off calendar, at the request of the Department of Public Health, pending resolution of discussions between the Department of Public Health and the union.

(2) Adopt Human Resources Director's report on the remaining contracts. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(6) Proposed amendments to Civil Service Commission Rule 9 - Position Classifications and Related Positions, Section 9.8 - Effect on Classification Changes to Incumbent. (File No. 0036-98-5)

March 2, 1998: Post for adoption following meet and confer.

Recommendation: Adopt.

(7) Proposed amendments to Civil Service Commission Rule 11 - Examinations, Section 25 - Unauthorized Material. (File No. 0189-98-5)

Recommendation: Post for adoption following meet and confer.

REGULAR AGENDA

(8) Request by Neil Rains, for a hearing by a hearing officer, of his appeal of the Human Resources Director's action to dismiss the employment discrimination complaint. (File No. 0077-98-6)

Recommendation: Open for discussion.

(9) Appeal by Neil Rains of the Human Resources Director's action to dismiss the employment discrimination complaint. (File No. 0023-98-6)

April 6, 1998: Postpone to the meeting of May 4, 1998 at the request of the Department of Human Resources.

May 4, 1998: Postpone to the meeting of May 18, 1998 at the request of the Department of Building Inspection.

Recommendation: Adopt report. Deny the appeal of Neil Rains. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(10) Determination of future employability: probationary termination of Efrain Zuniga, Deputy Sheriff (Class 8304), Sheriff's Department. (File No. 0984-94-7)

February 6, 1995:	Over to the meeting of March 6, 1995 at the request of Local 3.
March 6, 1995:	Over to the meeting of May 1, 1995 at the request of the Sheriff's Department.
May 1, 1995:	Over to the meeting of August 7, 1995 at the request of the Sheriff's Department.
August 7, 1995:	Postponed pending resolution of arbitration issue; the Sheriff to notify the Executive Officer when prepared to proceed.
April 6, 1998:	Postpone to the meeting of May 18, 1998 at the request of the Sheriff's Department.

Recommendation of the Sheriff's Department:

Dismiss from the City and County service. Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year's work experience outside the City and County service. No future employment with the Sheriff's Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(11) Progress report on class consolidation project. (File No. 0187-98-1)

(12) Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0188-98-1)

(13) REQUESTS TO SPEAK

(14) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT
MAY 27 1998
SAN FRANCISCO
PUBLIC LIBRARY

ADRIENNE PON
PRESIDENT

LEE MUNSON
ICE PRESIDENT

REN CLOPTON
OMMISSIONER

GE KOSTUROS
OMMISSIONER

BELLA SAFONT
OMMISSIONER

KATE FAVETTI
TIVE OFFICER

MINUTES

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

Regular Meeting
May 18, 1998

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

DOCUMENTS DEPT.
MAY 27 1998
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:10 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Special Meeting of May 4, 1998

Action: Approve.

Regular Meeting of May 4, 1998

Action: Approve.

0984-94-7 Determination of future employability: probationary termination of Efrain Zuniga, Deputy Sheriff (Class 8304), Sheriff's Department. (Item No. 10)

February 6, 1995: Over to the meeting of March 6, 1995 at the request of Local 3.

March 6, 1995: Over to the meeting of May 1, 1995 at the request of the Sheriff's Department.

May 1, 1995: Over to the meeting of August 7, 1995 at the request of the Sheriff's Department.

August 7, 1995: Postponed pending resolution of arbitration issue; the Sheriff to notify the Executive Officer when prepared to proceed.

April 6, 1998: Postpone to the meeting of May 18, 1998 at the request of the Sheriff's Department.

Speakers: None.

Action: Dismiss from the City and County service. Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year's work experience outside the City and County service. No future employment with the Sheriff's Department. (Mr. Zuniga failed to appear).

0023-98-6 Appeal by Neil Rains of the Human Resources Director's action to dismiss the employment discrimination complaint. (Item No. 9)

April 6, 1998: Postpone to the meeting of May 4, 1998 at the request of the Department of Human Resources.

May 4, 1998: Postpone to the meeting of May 18, 1998 at the request of the Department of Building Inspection.

Speakers: None.

Action: Off calendar pending completion of hearing and findings of fact by the hearing officer.

0036-98-5 **Proposed amendments to Civil Service Commission Rule 9 - Position Classifications and Related Positions, Section 9.8 - Effect on Classification Changes to Incumbent. (Item No. 6)**

March 2, 1998: Post for adoption following meet and confer.

Speakers: Con: David Novogrodsky, Local 21

Action: Adopt.

0077-98-6 **Request by Neil Rains, for a hearing by a hearing officer, of his appeal of the Human Resources Director's action to dismiss the employment discrimination complaint. (Item No. 8)**

Speakers: Pro: Christopher Burdick, Attorney to Mr. Rains.
Con: Dorothy Yee, Department of Human Resources

Action: Grant the request by Neil Rains, for a hearing by a hearing officer, on his appeal of the Human Resources Director's action to dismiss the employment discrimination complaint, with the following parameters: (1) the hearing officer will only hear the same issues or evidence previously submitted to the Human Resources Director; and (2) the hearing officer may not hear any new evidence or new issues; any new issues or evidence must be submitted to the Human Resources Director for consideration.

0186-98-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2030-97/98	Retirement System	$275,000	To direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio. Amount of assets to be determined by the Retirement Board in accordance with demonstrated investment performance.	Continuing	06/30/98
4121-97/98	Airport Commission	$126,466	To complete design services to reconfigure the tenant lease area around Japan Airlines so the new aircraft apron will conform to the new North Cargo Building/Apron design.	Regular	12/31/99
4122-97/98	Airport Commission	$225,000	To conduct a program to determine the nature of low frequency noise affecting the communities south of the Airport and test the effectiveness of various noise insulation methods for mitigating this low frequency noise.	Regular	12/31/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4123-97/98	Board of Supervisors	$101,883	To develop, deliver, install and provide training on a customized version of "Legistar" Software, a legislative management/tracking system, provide documentation and the license.	Regular	11/15/99
4124-97/98	Telecommunication & Information Services	$140,000	To define requirements to meet Retirement business needs and provide business and systems analysis to incorporate PeopleSoft Workflow into the current Benefit Payment (BP) System.	Regular	06/30/99
4125-95/96	Telecommunication & Information Services	$900,000	To assist in the planning, design, documentation, installation, and technical support for the project to replace the existing city-wide electronic mail network; and assist in the design and implementation of Notes database applications.	Regular	06/30/99
4127-97/98	Port of San Francisco	$60,000	To assess and make recommendations regarding the adequacy of the Port's documentation related to earthquake repairs. Identify discrepancies in the scope of work requested and scope of work performed for which the Port was charged.	Regular	06/30/99
4128-97/98	Police Commission	$267,648	To provide maintenance and support of the SFPD Stratus 1220 Enterprise series computer.	Regular	06/30/99
4129-97/98	City Administrator's Office	$382,000	To implement the Home and School Composting Programs, including developing and staffing educational centers and conducting workshops, building bins, training community volunteers, providing hotline service, and conducting school field trips.	Regular	06/30/00
4130-97/98	Juvenile Probation	$232,312	To provide a comprehensive array of services for young women who have been released from detention and returned to their community. Services will include case management and linkages with appropriate providers and family reunification.	Regular	06/30/99
4131-97/98	Police Commission	$70,000	To perform drug testing on hair samples to determine drug usage and historical patterns of drug usage for police officer, reserve officer, dispatcher and other non-sworn applicants for the Police Department.	Regular	06/30/99
4132-97/98	Police Commission	$90,000	To conduct pre-employment polygraph examinations of police officer applicants and other Department hires; provide written reports of their findings to the Department in a timely fashion.	Regular	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4133-97/98	Police Commission	$150,000	To provide the San Francisco Police Department with psychological evaluations of final entry level police officer and dispatcher candidates; and refinement of predictive validity assessment procedures.	Regular	06/30/99
4134-97/98	Airport Commission	$106,915	To plan, administer, and tabulate a comprehensive survey of air passengers' local trip patterns, including origin location, trip purpose and frequency, and transportation carrier used to reach the Airport.	Regular	05/31/99
014X-94/95	Public Utilities Commission	Increase Amount $65,000 New Amount $465,000	Will review and renew PUC leases and permits to reduce existing backlog and mitigate potential loss of revenue to the City. Analyze new potential for use of PUC lands to generate additional revenue.	Regular	12/31/98
4076-96/97	Public Utilities Commission	Increase Amount $250,000 New Amount $400,000	Provide resource planning and analysis services including strategic business planning related to electric industry restructure and military base closures.	Regular	09/30/99
4126-97/98	Telecommunication & Information Services	Increase Amount $100,000 New Amount $150,000	To provide GIS and database consulting to utilize Internet Mapping Server and interactive GIS applications for the Recreation and Parks Department.	Regular	06/30/99
4135-97/98	Public Utilities Commission	Increase Amount $100,000 New Amount $150,000	Provide resource planning and analysis services including strategic business planning related to electric industry restructure and military base closures.	Regular	09/30/99
4156-95/96 ***off calendar***	Public Health	Increase Amount $5,640,000 New Amount $6,000,000	Provide as-needed, on-call pharmacists and technicians for use during unusually high patient activity or low staffing for back-up of civil service employees during scheduled and unscheduled staff absences.	Regular	01/31/00
568-93/94	Public Utilities Commission	Increase Amount $175,000 New Amount $6,623,000	Consultant support to the City Attorney in defending the City's water rights before the Federal Energy Regulatory Commission (FERC) and the State Water Resources Control Board (SWRCB).	Regular	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
597-93/94	Public Utilities Commission	Increase Amount $20,000 New Amount $96,000	To provide as-needed consulting services to assist Hetch Hetchy, SF Water Department, and the City Attorney's Office on matters related to fisheries as they pertain to the Bay-Delta hearings and other matters related to water operations and fisheries.	Regular	08/31/99

Speakers: All PSC 's:
Con: David Novogrodsky, Local 21

Action: (1) PSC # 4156-95/96 off calendar, at the request of the Department of Public Health, pending resolution of discussions between the Department of Public Health and the union.

(2) Adopt Human Resources Director's report on the remaining contracts. Notify the offices of the Controller and the Purchaser.

(3) Commission requested the Executive Officer to remind all departments of their obligation to notify labor unions.

HUMAN RESOURCES DIRECTOR'S REPORT

0187-98-1 Progress report on class consolidation project. (Item No. 11)

Action: Report received; file.

0188-98-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 12)

Action: Report received; file.

0189-98-5 Proposed amendments to Civil Service Commission Rule 11 - Examinations, Section 25 - Unauthorized Material. (Item No. 7)

Speakers: None.

Action: Post for adoption following meet and confer.

COMMENDATION

0191-98-1 **Commendation for Sebastiana Pereira, Executive Secretary I, Department of Human Resources, upon her retirement after 26 years of service to the City and County of San Francisco. (Item No. 4)**

Speakers: None.

Action: Approve.

REQUESTS TO SPEAK (Item No. 13)

None.

ADJOURNMENT (Item No. 14)

2:40 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
6/1/98

ADRIENNE PON
PRESIDENT

LEE MUNSON
ICE PRESIDENT

REN CLOPTON
OMMISSIONER

GE KOSTUROS
OMMISSIONER

BELLA SAFONT
OMMISSIONER

KATE FAVETTI
TIVE OFFICER

AGENDA

DOCUMENTS DEPT.
JUN 01 1998
SAN FRANCISCO
PUBLIC LIBRARY

Regular Meeting
of
June 1, 1998

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

CONSENT AGENDA

EMPLOYEE SEPARATIONS AGENDA

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda.*

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area. The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 1, 1998
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of May 18, 1998; 1:00 p.m.

Regular Meeting of May 18, 1998

Special Meeting of May 18, 1998; 3:00 p.m.

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(4) ELECTION OF OFFICERS

Recommendation: Postpone to the meeting of June 15, 1998.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0228-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2031-97/98	Public Health	$600,000	To provide services including general mental health related laboratory tests, urgent lab draws; ordinary lab tests; free lab draws taken at CMHS sites; at least 8 draw sites throughout San Francisco and MediCal and Medicare eligibility screening.	Continuing	06/30/02
4136-97/98	Juvenile Probation	$132,300	To provide court ordered home detention and supervision services for up to twenty youth on a daily basis to insure that they adhere to the conditions of their release.	Regular	06/30/99
4137-97/98	Juvenile Probation	$51,195	To provide a delinquency prevention program for youth at risk of becoming serious juvenile offenders. Its central feature will be the use of volunteer mentors recruited from the community.	Regular	06/30/99
4138-97/98	Airport Commission	$300,000	To provide baggage handling services for passengers arriving by ground transportation vehicles at the terminal center islands and curbside.	Regular	05/31/99
4139-97/98	Public Health	$220,212	To provide expert environmental toxicology consulting services to the City and County of San Francisco, especially the Health Department's Toxic Control Management Program, the Fire Department's Hazardous Materials Division and the Department of Public Works.	Regular	06/30/02
4140-97/98	Public Health	$100,000	To furnish security bins for internal disposal of confidential health record related material. securely collect and transport confidential material, and securely destroy and recycle confidential material.	Regular	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4141-97/98	Public Health	$450,000	To provide storage and retrieval services for approximately 25,000 linear feet of medical records to the City and County of San Francisco and its departments, divisions, agencies and authorized community based organizations.	Regular	06/30/00
4142-97/98	Public Health	$1,077,984	To provide case management services and peer-oriented interventions of outreach for medical services, referral for mental health/substance abuse services, and referrals to individual and group counseling/therapy services.	Regular	06/30/00
4143-97/98	Public Works	$2,000,000	To provide energy auditing, design, construction management, commissioning, and engineering consulting services related to implementation of energy conservation retrofit projects.	Regular	05/31/03
4145-97/98	Juvenile Probation	$192,938	To prepare youth for long-term placement by providing residential services in a treatment oriented, group home setting.	Regular	06/30/99
4146-97/98	Mayor's Office of Children, Youth & Family	$696,925	To produce and distribute unitized meals to the children and youth enrolled in the 1998 Summer Food Program. The Program serves and average of 5,500 children and youth per day at approximately 100 meal services sites across San Francisco.	Regular	08/30/98
4147-97/98	Port of San Francisco	$63,000	To publish, promote, print, distribute and warehouse the Ferry Building Centennial Keepsake Book as part of the centennial celebration of the Ferry Building.	Regular	12/31/99
4144-97/98	Public Health	Increase Amount $370,000 New Amount $400,000	Provide as-needed, on-call professional radiology technologists with on-call availability, 7 days a week. 8:00 a.m. to 4:30 p.m.	Regular	06/30/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(6) **Request for status grant of Robert Michael Fowler, Charles Rozeville, Stanley Watkins, Teresa Garcia, Patricia McMillon, and Dorothy Smith in Class 2517 Jail Medical Technician to Class 2312 Licensed Vocational Nurse in accordance with Civil Service Commission Rule 21.14.3. (File No. 0402-97-2)**

October 6, 1997: Postpone to the meeting of October 20, 1997 at the request of the Department of Public Health.

October 20, 1997: Postpone pending notification to proceed from the Employee Relations Division or the Department of Public Health.

Recommendation: Approve request for status grant of Robert Michael Fowler, Charles Rozeville, Stanley Watkins, Teresa Garcia, Patricia McMillon, and Dorothy Smith in Class 2517 Jail Medical Technician to Class 2312 Licensed Vocational Nurse in accordance with Civil Service Commission Rule 21.14.3.

(7) **Appeal by John Chapman of the Human Resources Director's action to administratively close the employment discrimination complaint. (File No. 0105-98-3)**

Recommendation: Postpone to the meeting of June 15, 1998 at the request of Mr. Chapman.

(8) **Amendments to Civil Service Commission Hearing Officer Procedures to be used by the Civil Service Commission. (File No. 0151-98-1)**

May 4, 1998: Adopt.

Recommendation: Adopt the amended Civil Service Commission Procedures for matters to be heard by a Hearing Officer and Guidelines for Civil Service Commission Hearing Officers and authorize the Executive Officer to make any future amendments to these procedures as required.

(9) **Determination of future employability: termination of permanent appointment of Lynette Mata, Certified Nursing Assistant (Class 2302), Department of Public Health. (File No. 0172-98-7)**

Recommendation: Postpone to the meeting of June 15, 1998 at the request of Ms. Mata's representative.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(10) **Determination of future employability: termination of provisional appointment of Shari Ann George, Senior Clerk Typist (Class 1426), Department of Human Services. (File No. 0178-98-7)**

Recommendation of the Department of Human Services:

No future employment with the Department of Human Services.

(11) **Determination of future employability: resignation - services certified unsatisfactory of Carlos Fabiani, Transit Operator (Class 9163), Public Transportation Department. (File No. 0171-98-7)**

Recommendation of the Public Transportation Department:

Accept the resignation as certified. Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) year's work experience outside the City and County service. No future employment with the Public Transportation Department. Must submit satisfactory evidence of completion of a substance abuse program.

(12) Determination of future employability: termination of temporary civil service appointment of Sonya Duty, Transit Operator (Class 9163), Public Transportation Department. (File No. 0207-98-7)

Recommendation of the Public Transportation Department:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year's work experience outside the City and County service. No future employment with the Public Transportation Department. Must submit satisfactory evidence of completion of a substance abuse program.

(13) REQUESTS TO SPEAK

(14) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#5
6/1/98

ADRIENNE PON
PRESIDENT

LEE MUNSON
ICE PRESIDENT

AREN CLOPTON
COMMISSIONER

ERGE KOSTUROS
COMMISSIONER

ABELLA SAFONT
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

MINUTES

Regular Meeting
June 1, 1998

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

DOCUMENTS DEPT.
JUN 04 1998
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

CALL TO ORDER

2:12 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Excused
Commissioner Rosabella Safont	Present

Commissioner Munson presided.

MINUTES

Special Meeting of May 18, 1998; 1:00 p.m.

Action: Approve. (Vote of 4 to 0)

Regular Meeting of May 18, 1998

Action: Approve. (Vote of 4 to 0)

Special Meeting of May 18, 1998; 3:00 p.m.

Action: Approve. (Vote of 4 to 0)

ELECTION OF OFFICERS

Action: Postpone to the meeting of June 15, 1998. (Vote of 4 to 0)

0402-97-2 **Request for status grant of Robert Michael Fowler, Charles Rozeville, Stanley Watkins, Teresa Garcia, Patricia McMillon, and Dorothy Smith in Class 2517 Jail Medical Technician to Class 2312 Licensed Vocational Nurse in accordance with Civil Service Commission Rule 21.14.3. (Item No. 6)**

October 6, 1997: Postpone to the meeting of October 20, 1997 at the request of the Department of Public Health.

October 20, 1997: Postpone pending notification to proceed from the Employee Relations Division or the Department of Public Health.

Speakers: None.

Action: Approve request for status grant of Robert Michael Fowler, Charles Rozeville, Stanley Watkins, Teresa Garcia, Patricia McMillon, and Dorothy Smith in Class 2517 Jail Medical Technician to Class 2312 Licensed Vocational Nurse in accordance with Civil Service Commission Rule 21.14.3. (Vote of 4 to 0)

0105-98-3 **Appeal by John Chapman of the Human Resources Director's action to administratively close the employment discrimination complaint. (Item No. 7)**

Speakers: None.

Action: Postpone to the meeting of June 15, 1998 at the request of Mr. Chapman. (Vote of 4 to 0)

0151-98-1 **Amendments to Civil Service Commission Hearing Officer Procedures to be used by the Civil Service Commission. (Item No. 8)**

May 4, 1998: Adopt.

Speakers: None.

Action: Adopt the amended Civil Service Commission Procedures for matters to be heard by a Hearing Officer and Guidelines for Civil Service Commission Hearing Officers and authorize the Executive Officer to make any future amendments to these procedures as required. (Vote of 4 to 0)

0171-98-7 **Determination of future employability: resignation - services certified unsatisfactory of Carlos Fabiani, Transit Operator (Class 9163), Public Transportation Department. (Item No. 11)**

Speakers: Pro: Faith Van Putten, Public Transportation Department
Con: Carlos Fabiani

Action: As recommended by the Public Transportation Department: Accept the resignation as certified. Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year's work experience outside the City and County service. No future employment with the Public Transportation Department. Must submit satisfactory evidence of completion of a substance abuse program.
(Vote of 4 to 0)

0172-98-7 **Determination of future employability: termination of permanent appointment of Lynette Mata, Certified Nursing Assistant (Class 2302), Department of Public Health. (Item No. 9)**

Speakers: None.

Action: Postpone to the meeting of June 15, 1998 at the request of Ms. Mata's representative. (Vote of 4 to 0)

0178-98-7 **Determination of future employability: termination of provisional appointment of Shari Ann George, Senior Clerk Typist (Class 1426), Department of Human Services. (Item No. 10)**

Speakers: Pro: Susan Chapman, Department of Human Services
Con: Shari Ann George

Action: No future employment with the Department of Human Services.
(Vote of 4 to 0)

0207-98-7 **Determination of future employability: termination of temporary civil service appointment of Sonya Duty, Transit Operator (Class 9163), Public Transportation Department. (Item No. 12)**

Speakers: Pro: Faith Van Putten, Public Transportation Department
Con: Sonya Duty

Action: As recommended by the Public Transportation Department: Cancel any current examination and eligibility status. Must submit satisfactory evidence of completion of a substance abuse program. (Vote of 4 to 0)

0228-98-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2031-97/98	Public Health	$600,000	To provide services including general mental health related laboratory tests, urgent lab draws; ordinary lab tests; free lab draws taken at CMHS sites; at least 8 draw sites throughout San Francisco and MediCal and Medicare eligibility screening.	Continuing	06/30/02
4136-97/98	Juvenile Probation	$132,300	To provide court ordered home detention and supervision services for up to twenty youth on a daily basis to insure that they adhere to the conditions of their release.	Regular	06/30/99
4137-97/98	Juvenile Probation	$51,195	To provide a delinquency prevention program for youth at risk of becoming serious juvenile offenders. Its central feature will be the use of volunteer mentors recruited from the community.	Regular	06/30/99
4138-97/98	Airport Commission	$300,000	To provide baggage handling services for passengers arriving by ground transportation vehicles at the terminal center islands and curbside.	Regular	05/31/99
4139-97/98	Public Health	$220,212	To provide expert environmental toxicology consulting services to the City and County of San Francisco, especially the Health Department's Toxic Control Management Program, the Fire Department's Hazardous Materials Division and the Department of Public Works.	Regular	06/30/02
4140-97/98	Public Health	$100,000	To furnish security bins for internal disposal of confidential health record related material, securely collect and transport confidential material, and securely destroy and recycle confidential material.	Regular	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4141-97/98	Public Health	$450,000	To provide storage and retrieval services for approximately 25,000 linear feet of medical records to the City and County of San Francisco and its departments, divisions, agencies and authorized community based organizations.	Regular	06/30/00
4142-97/98	Public Health	$1,077,984	To provide case management services and peer-oriented interventions of outreach for medical services, referral for mental health/substance abuse services, and referrals to individual and group counseling/therapy services.	Regular	06/30/00
4143-97/98	Public Works	$2,000,000	To provide energy auditing, design, construction management, commissioning, and engineering consulting services related to implementation of energy conservation retrofit projects.	Regular	05/31/03
4145-97/98	Juvenile Probation	$192,938	To prepare youth for long-term placement by providing residential services in a treatment oriented, group home setting.	Regular	06/30/99
4146-97/98	Mayor's Office of Children, Youth & Family	$696,925	To produce and distribute unitized meals to the children and youth enrolled in the 1998 Summer Food Program. The Program serves and average of 5,500 children and youth per day at approximately 100 meal services sites across San Francisco.	Regular	08/30/98
4147-97/98	Port of San Francisco	$63,000	To publish, promote, print, distribute and warehouse the Ferry Building Centennial Keepsake Book as part of the centennial celebration of the Ferry Building.	Regular	12/31/99
4144-97/98	Public Health	Increase Amount $370,000 New Amount $400,000	Provide as-needed, on-call professional radiology technologists with on-call availability, 7 days a week, 8:00 a.m. to 4:30 p.m.	Regular	06/30/00

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

REQUESTS TO SPEAK (Item No. 13)

None.

ADJOURNMENT (Item No. 14)

2:45 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

AGENDA

**Regular Meeting
of
June 15, 1998**

**Room 428
Veterans Building, 401 Van Ness Avenue**

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area. The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 15, 1998
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of June 1, 1998

Regular Meeting of June 1, 1998

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(4) ELECTION OF OFFICERS

June 1, 1998: Postpone to the meeting of June 15, 1998.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0250-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2032-97/98	Human Services	$242,857	To provide an employment training program specifically designed to give homeless front-line staff and volunteers working in the homeless service industry the skills necessary to advance into positions of higher responsibility and greater compensation.	Continuing	05/31/01
2033-97/98	Human Services	$329,760	To provide a comprehensive program of street outreach and a center at which coordinated services will be offered to the homeless population of Bayview Hunter's Point.	Continuing	05/31/01
2034-97/98	Human Services	$30,770,957	To provide an in-home supportive service program for low-income, aged, blind, and/or disabled individuals, including personal care, domestic services, protective supervision, and paramedical services.	Continuing	06/30/01
4148-97/98	Recreation and Park Commission	$135,000	To plan, organize and conduct the Golden Gate Park Band concerts for official City functions including Sunday concerts in Golden Gate Park.	Regular	06/30/99
4149-97/98	Telecommunication & Information Services	$150,000	To provide system software and special technical support services in the following areas: completion of OS390 migration, Year 2000 preparation, OS system upgrades and customization, CICS migration, Web-to-Host implementation, and CAD911 system support.	Regular	06/30/99
4150-97/98	Public Utilities Commission	$1,672,720	To provide engineering support services during the construction of the San Francisco Water Supervisory Control and Data Acquisition (SCADA) project.	Regular	12/31/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4151-97/98	Juvenile Probation	$330,749	To provide intensive home based supervision and case management for high risk youth on probation. These youth will have daily contact with case managers and will be monitored through attendance, court hearing, home visits, and counseling.	Regular	06/30/99
4152-97/98	Art Commission	$900,000	In accordance with the City Charter, the San Francisco Symphony will perform concerts. These concerts will take place at Davies Symphony Hall on July 9 to August 1, 1998 with a free concert at Sharon Meadow in Golden Gate Park on July 12.	Regular	08/03/98
4153-97/98	Public Works	$250,000	To develop design and construction documents for irrigation systems. Perform surveys of various areas within Golden Gate Park. Develop and deliver seminars on Irrigation design. Provide peer review for Irrigation design work done by City employees.	Regular	08/30/01
4154-97/98	Human Services	$2,400,000	To provide comprehensive employment/training services and acculturation/social services for refugees; including a supplemental program for elderly refugees to provide citizenship and naturalization services.	Regular	09/30/99
4155-97/98	Controller	$3,000,000	To provide consulting services for the evaluation, design, installation, testing a data conversion of financial systems. This involves the implementation of the graphical user interface, fixed assets, and Executive Information System modules.	Regular	06/30/01
2117-96/97	Human Services	Increase Amount $166,200 New Amount $300,000	Will implement and maintain the community based family resource system for families in the Mission District. These support services include crisis intervention, case management, parenting classes, and other on-site services.	Continuing	08/31/98
4075-97/98	Public Health	Increase Amount $146,000 New Amount $330,000	To provide specialized hazardous materials emergency response training to members of the City's Hazardous Materials Team.	Regular	12/31/99
4077-96/97	Public Utilities Commission	Increase Amount $200,000 New Amount $400,000	Provide technical advice related to the City's water operations and develop water supply modeling capabilities and operation interfaces for Hetch Hetchy resources management.	Regular	09/30/99

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(6) Review of request for approval of proposed personal services contract. (File No. 0186-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4156-95/96	Public Health	Increase Amount $5,640,000 New Amount $6,000,000	Provide as-needed, on-call pharmacists and technicians for use during unusually high patient activity or low staffing for back-up of civil service employees during scheduled and unscheduled staff absences.	Regular	01/31/00

May 18, 1998: Off calendar, at the request of the Department of Public Health, pending resolution of discussions between the Department of Public Health and the union.

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) Proposed Civil Service Commission Rules for the San Francisco Police Department. (File No. 0251-98-5)

Recommendation: Post for adoption following meet and confer.

(8) Proposed amendments to Civil Service Commission Rule 12 - Eligible Lists, Section 12.30.3 - Holdover - Permanent and Probationary Appointees. (File No. 0252-98-5)

Recommendation: Post for adoption.

(9) Proposed Civil Service Commission Rule X17 - Probationary Period. (File No. 0253-98-5)

Recommendation: Post for adoption.

(10) Request to extend Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules. (File No. 0258-98-5)

Recommendation: Direct the Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through December 31, 1998.

REGULAR AGENDA

(11) **Appeal by John Chapman of the Human Resources Director's action to administratively close the employment discrimination complaint. (File No. 0105-98-3)**

June 1, 1998:	Postpone to the meeting of June 15, 1998 at the request of Mr. Chapman.
Recommendation:	Adopt the report. Deny the appeal of John Chapman. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) **Determination of future employability: termination of permanent appointment of Lynette Mata, Certified Nursing Assistant (Class 2302), Department of Public Health. (File No. 0172-98-7)**

June 1, 1998:	Postpone to the meeting of June 15, 1998 at the request of Ms. Mata's representative.
Recommendation:	No future employment with the City and County of San Francisco.

HUMAN RESOURCES DIRECTOR'S REPORT

(13) **Report on exempt positions under Charter Categories 10.104-15 through 10.104-18. (File No. 0254-98-1)**

(14) **Progress report on class consolidation project. (File No. 0255-98-1)**

(15) REQUESTS TO SPEAK

(16) ADJOURNMENT

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CITY AND COUNTY OF SAN FRANCISCO

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5/98

Adrienne Pon
President

Lee Munson
ice President

aren Clopton
Commissioner

rge Kosturos
Commissioner

abella Safont
Commissioner

Kate Favetti
utive Officer

MINUTES

Regular Meeting
June 15, 1998

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

CALL TO ORDER

2:02 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present (missed items 5-16)
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Special Meeting of June 1, 1998

Action: Approve. (Vote of 5 to 0)

Regular Meeting of June 1, 1998

Action: Approve. (Vote of 5 to 0)

ELECTION OF OFFICERS

June 1, 1998: Postpone to the meeting of June 15, 1998.

Action: Commissioner Adrienne Pon was elected President and Commissioner Karen Clopton was elected Vice-President for the terms of office expiring May 31, 1999. (Vote of 3 to 2; Ayes: Clopton, Pon, Safont; Noes: Kosturos, Munson)

0105-98-3 Appeal by John Chapman of the Human Resources Director's action to administratively close the employment discrimination complaint. (Item No. 11)

June 1, 1998: Postpone to the meeting of June 15, 1998 at the request of Mr. Chapman.

Speakers:
Pro: Chester Davidson, Fire Department
Bernie Lee, Fire Department
Con: John Chapman
John Darmanin

Action: Adopt the report. Deny the appeal of John Chapman. Sustain the decision of the Human Resources Director. (Vote of 3 to 1: Commissioner Kosturos dissents)

0172-98-7 Determination of future employability: termination of permanent appointment of Lynette Mata, Certified Nursing Assistant (Class 2302), Department of Public Health. (Item No. 12)

June 1, 1998: Postpone to the meeting of June 15, 1998 at the request of Ms. Mata's representative.

Speakers:
Pro: Dolores Blanding, Department of Public Health
Con: Doris Mitchell, Local 250
Lynette Mata

Action: No future employment with the City and County of San Francisco. (Vote of 4 to 0)

0186-98-8 Review of request for approval of proposed personal services contract. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4156-95/96	Public Health	Increase Amount $5,640,000 New Amount $6,000,000	Provide as-needed, on-call pharmacists and technicians for use during unusually high patient activity or low staffing for back-up of civil service employees during scheduled and unscheduled staff absences.	Regular	01/31/00

May 18, 1998: Off calendar, at the request of the Department of Public Health pending resolution of discussions between the Department of Public Health and the union.

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.
(Vote of 4 to 0)

0250-98-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2032-97/98	Human Services	$242,857	To provide an employment training program specifically designed to give homeless front-line staff and volunteers working in the homeless service industry the skills necessary to advance into positions of higher responsibility and greater compensation.	Continuing	05/31/01
2033-97/98	Human Services	$329,760	To provide a comprehensive program of street outreach and a center at which coordinated services will be offered to the homeless population of Bayview Hunter's Point.	Continuing	05/31/01
2034-97/98	Human Services	$30,770,957	To provide an in-home supportive service program for low-income, aged, blind, and/or disabled individuals, including personal care, domestic services, protective supervision, and paramedical services.	Continuing	06/30/01
4148-97/98	Recreation and Park Commission	$135,000	To plan, organize and conduct the Golden Gate Park Band concerts for official City functions including Sunday concerts in Golden Gate Park.	Regular	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4149-97/98	Telecommunication & Information Services	$150,000	To provide system software and special technical support services in the following areas: completion of OS390 migration, Year 2000 preparation, OS system upgrades and customization, CICS migration, Web-to-Host implementation, and CAD911 system support.	Regular	06/30/99
4150-97/98	Public Utilities Commission	$1,672,720	To provide engineering support services during the construction of the San Francisco Water Supervisory Control and Data Acquisition (SCADA) project.	Regular	12/31/00
4151-97/98	Juvenile Probation	$330,749	To provide intensive home based supervision and case management for high risk youth on probation. These youth will have daily contact with case managers and will be monitored through attendance, court hearing, home visits, and counseling.	Regular	06/30/99
4152-97/98	Art Commission	$900,000	In accordance with the City Charter, the San Francisco Symphony will perform concerts. These concerts will take place at Davies Symphony Hall on July 9 to August 1, 1998 with a free concert at Sharon Meadow in Golden Gate Park on July 12.	Regular	08/03/98
4153-97/98	Public Works	$250,000	To develop design and construction documents for irrigation systems. Perform surveys of various areas within Golden Gate Park. Develop and deliver seminars on Irrigation design. Provide peer review for Irrigation design work done by City employees.	Regular	08/30/01
4154-97/98	Human Services	$2,400,000	To provide comprehensive employment/training services and acculturation/social services for refugees; including a supplemental program for elderly refugees to provide citizenship and naturalization services.	Regular	09/30/99
4155-97/98	Controller	$3,000,000	To provide consulting services for the evaluation, design, installation, testing a data conversion of financial systems. This involves the implementation of the graphical user interface, fixed assets, and Executive Information System modules.	Regular	06/30/01
2117-96/97	Human Services	Increase Amount $166,200 New Amount $300,000	Will implement and maintain the community based family resource system for families in the Mission District. These support services include crisis intervention, case management, parenting classes, and other on-site services.	Continuing	08/31/98

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4075-97/98	Public Health	Increase Amount $146,000 New Amount $330,000	To provide specialized hazardous materials emergency response training to members of the City's Hazardous Materials Team.	Regular	12/31/99
4077-96/97	Public Utilities Commission	Increase Amount $200,000 New Amount $400,000	Provide technical advice related to the City's water operations and develop water supply modeling capabilities and operation interfaces for Hetch Hetchy resources management.	Regular	09/30/99

Speakers: PSC# 4150-97/98 & PSC# 4153-97/98
Pro: X. Fonda Davidis, Public Utilities Commission
Jim Horan, Department of Public Works
Chris Lane, Department of Public Works
Con: Linda Jofuku, Local 21

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0251-98-5 Proposed Civil Service Commission Rules for the San Francisco Police Department. (Item No. 7)

Speakers: None.

Action: Post for adoption following meet and confer. (Vote of 4 to 0)

0252-98-5 Proposed amendments to Civil Service Commission Rule 12 - Eligible Lists, Section 12.30.3 - Holdover - Permanent and Probationary Appointees. (Item No. 8)

Speakers: None.

Action: Post for adoption. (Vote of 4 to 0)

0253-98-5 Proposed Civil Service Commission Rule X17 - Probationary Period. (Item No. 9)

Speakers: None.

Action: Post for adoption. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT

0254-98-1 Report on exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 13)

Action: Report received; file.

0255-98-1 Progress report on class consolidation project. (Item No. 14)

Action: Report received; file.

0258-98-5 Request to extend Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules. (Item No. 10)

Speakers: None.

Action: Direct the Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through December 31, 1998. (Vote of 4 to 0)

REQUESTS TO SPEAK (Item No. 15)

Barbara Thomson expressed her concerns and requested the Commission to look into the personnel practices of the San Francisco Fire Department.

ADJOURNMENT (Item No. 16)

3:20 p.m.

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CITY AND COUNTY OF SAN FRANCISCO

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Box 41 (AG)

AGENDA

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PRESIDENT

AREN CLOPTON
ICE PRESIDENT

RGE KOSTUROS
COMMISSIONER

LEE MUNSON
COMMISSIONER

ABELLA SAFONT
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

Regular Meeting
of
July 6, 1998

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Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

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B. Policy Requiring Written Reports

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1. Opening summary of case (brief overview);
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4. Closing remarks.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 6, 1998
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of June 15, 1998

Regular Meeting of June 15, 1998

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0292-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4156-97/98	Retirement System	$100,000	To assist the San Francisco Employees' Retirement System prepare a Request for Proposal and select a plan administrator for the City's deferred compensation plan.	Regular	06/30/99
4157-97/98	Public Works	$4,095,316	To organize, implement, and administer a program to provide eligible participants referred by the Department of Human Services with paid transitional work experience to obtain the skills needed to become employable in cleaning and maintenance industries.	Regular	06/30/02
4158-97/98	Airport Commission	$205,000	To conduct a federally approved Study to expand the Airport's restrictions on aircrafts, and will conduct a cost benefit analysis on proposed restrictions on airline service to the Airport.	Regular	05/31/99
4159-97/98	Airport Commission	$130,000	To provide adjunct consulting on Airport emergency preparedness and air disaster response training and planning. Must provide assistance on FAA certified medical regulations and exams.	Regular	06/30/99
4161-97/98	Police Commission	$569,363	To provide crime prevention services which include organizing neighborhood watch groups, conducting residential and commercial security surveys, and giving presentations on personal safety, robbery, workplace violence and other related topics.	Regular	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4162-97/98	Police Commission	$2,694,168	To install in the fingerprint computer system new hardware that will enhance and upgrade the system; and new software that will improve the quality of the fingerprint database, streamline the operation, and remove human input errors.	Regular	12/31/99
4163-97/98	Human Resources	$200,000	To provide as-needed staff support to review and sort medical claims by service codes, claim types and providers; compare claimants' records to verify eligibility; compare provider against preferred provider organizations; and confirm fees.	Regular	06/30/99
4164-97/98	Public Health	$200,000	To provide specialized legal services pertaining to health issues primarily in the areas of hospital licensure and certification, medical managed care, Medi-Cal and Medicare regulations and reimbursement, and hospital or medical by-laws.	Regular	06/30/00
4165-97/98	Public Health	$950,000	To continue a marketing program that will include surveying the customers utilizing the services at San Francisco General Hospital, sharing results of the surveys with staff; and setting up trainings for problems identified by the customers.	Regular	06/30/99
013R-94/95	Public Health	Increase Amount $803,604 New Amount $1,333,604	To provide bilingual, bicultural health interpreters to support clinic and community health services involving health assessments of new arrivals, health education, follow-up and referral services.	Regular	09/30/99
299-94/95	Public Health	Increase Amount $136,320 New Amount $202,320	Outreach workers will refer appropriate women to the PHREDA Project; provide appropriate prevention messages concerning substance abuse, violence, cigarette smoking and sexually transmitted diseases, including HIV.	Regular	06/30/99
4160-97/98	Telecommunication & Information Services	Increase Amount $80,000 New Amount $130,000	To provide highly specialized advanced training in personal computer and network programs for DTIS staff and city departments. Programs include: MS Access, MS Excel, MS Power Point, MS Project, Ms Word, WordPerfect, Paradox and Novell System Administration.	Regular	06/30/98

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) **Proposed administrative Rule change to Civil Service Commission Rule 12 -Eligible Lists, Section 12.30.3 - Holdover - Permanent and Probationary Appointees. (File No. 0252-98-5)**

June 15, 1998: Post for adoption.

Recommendation: Adopt.

(6) **Proposed administrative Rule change to Civil Service Commission Rule X17 - Probationary Period. (File No. 0253-98-5)**

June 15, 1998: Post for adoption.

Recommendation: Adopt.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(7) **Determination of future employability: termination of provisional appointment of Reggie Bridges, Jr., Counselor (Class 8320), Juvenile Probation Department. (File No. 0502-97-7)**

Recommendation of the Juvenile Probation Department:

No future employment with the Juvenile Probation Department.

(8) **Determination of future employability: termination of provisional appointment of Christopher Parker, Counselor (Class 8320), Juvenile Probation Department. (File No. 0209-98-7)**

Recommendation of the Juvenile Probation Department:

No future employment with the Juvenile Probation Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(9) Report on the hiring practices of the San Francisco Fire Department.
(File No. 0291-98-1)

(10) REQUESTS TO SPEAK

(11) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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PRESIDENT

AREN CLOPTON
ICE PRESIDENT

RGE KOSTUROS
COMMISSIONER

. LEE MUNSON
COMMISSIONER

SBELLA SAFONT
COMMISSIONER

KATE FAVETTI
TIVE OFFICER

MINUTES

Regular Meeting
July 6, 1998
2:00 p.m.

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

CALL TO ORDER

2:10 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Excused
Commissioner A. Lee Munson	Excused
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Special Meeting of June 15, 1998

Action: Approve. (Vote of 3 to 0)

Regular Meeting of June 15, 1998

Action: Approve. (Vote of 3 to 0)

0502-97-7 **Determination of future employability: termination of provisional a appointment of Reggie Bridges, Jr., Counselor (Class 8320), Juvenile Probation Department. (Item No. 7)**

Speakers: None.

Action: No future employment with the Juvenile Probation Department. (Mr. Bridges failed to appear.) (Vote of 3 to 0)

0209-98-7 **Determination of future employability: termination of provisional appointment of Christopher Parker, Counselor (Class 8320), Juvenile Probation Department. (Item No. 8)**

Speakers: None.

Action: Postpone to the meeting of July 20, 1998 at the request of Mr. Parker. (Vote of 3 to 0)

0252-98-5 **Proposed administrative Rule change to Civil Service Commission Rule 12 - Eligible Lists, Section 12.30.3 - Holdover - Permanent and Probationary Appointees. (Item No. 5)**

June 15, 1998: Post for adoption.

Speakers: None

Action: Adopt. (Vote of 3 to 0)

0253-98-5 **Proposed administrative Rule change to Civil Service Commission Rule X17 - Probationary Period. (Item No. 6)**

June 15, 1998: Post for adoption.

Speakers: None.

Action: Adopt. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT

0291-98-1 Report on the hiring practices of the San Francisco Fire Department. (Item No. 9)

Speakers: John Cooper, City Attorney's Office
Barbara Thomson

Action: The Commission heard the report from the City Attorney's office and comments from speakers.

0292-98-8 Review of requests for approval of proposed personal services contracts. (Item No. 4)

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4156-97/98	Retirement System	$100,000	To assist the San Francisco Employees' Retirement System prepare a Request for Proposal and select a plan administrator for the City's deferred compensation plan.	Regular	06/30/99
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Speakers: PSC #013R-94/95

Con: Linda Jofuku, Local 21

Pro: Galen Leung, Department of Public Health

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

REQUESTS TO SPEAK (Item No. 10)

1) Linda Jofuku commented on her work with Census 2000 and minority and women representation in the City and County workforce including updating the "broken ladder" report.

2) Jesus Gumban informed the Commission of his case which has been going on for ten years. He cannot proceed with the "right to sue" letter from EEOC because he is without an attorney to handle his case.

ADJOURNMENT (Item No. 11)

3:00 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (AG)

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. LEE MUNSON
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BELLA SAFONT
OMMISSIONER

KATE FAVETTI
UTIVE OFFICER

AGENDA

Regular Meeting
of
July 20, 1998

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 20, 1998
2:00 p.m.

ITEM NO.

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Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Regular Meeting of July 6 , 1998

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

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(4) Review of requests for approval of proposed personal services contracts. (File No. 0343-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-98/99	Treasurer - Tax Collector	$425,000	To replace the current remittance processing and cashiering system that is out of warranty, obsolete or beyond repair with more efficient technology that will be Year 2000 compliant.	Regular	02/28/99
4001-98/99	Art Commission	$290,000	To fabricate and install sculptural reliefs on ceiling and walls in the sterile corridor of Boarding Area A, San Francisco International Airport.	Regular	05/01/00
4002-98/99	Human Resources	$64,000	To provide actuarial services to the Health Service System.	Regular	06/30/99
4003-98/99	Human Resources	$424,000	To provide hospital utilization review services for inpatient admissions, individual case management, outpatient service review, hospital bill audit and select medical claims review administration services under the City Health Plan.	Regular	06/30/99
4004-98/99	Telecommunication & Information Services	$150,000	Creation of information technology strategic plan and policies for the Committee on Information Technology (COIT). COIT determines the CCSF's information technology strategic direction, policies and priorities.	Regular	06/30/99
4005-98/99	Public Works	$100,000	To provide environmental and civil engineering expertise to review and comment on the Navy's proposed and ongoing remedial efforts to cleanup Treasure Island for development.	Regular	10/01/00
4006/98/99	Art Commission	$75,000	To design artworks which will be incorporated into the new Zoo Renovation.	Regular	08/01/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) **Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (File No. 0342-98-1)**

Recommendation: Adopt the Human Resources Director's report. Approve the exemption from Civil Service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12.

(6) **Appeal by Dennis Kotlar of background rejection for Deputy Sheriff I (Class 8302), San Francisco Sheriff Department. (File No. 0392-97-4)**

Recommendation: Postpone to the meeting of August 3, 1998 at the request of Mr. Kotlar.

REGULAR AGENDA

(7) **Appeal by Rosendo Gomez of background rejection for Police Officer (Class Q-2), San Francisco Police Department. (File No. 0097-98-4)**

Recommendation: Adopt report. Deny appeal of Rosendo Gomez. Sustain the decision of the Chief of Police.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(8) **Determination of future employability: termination of provisional appointment of Christopher Parker, Counselor (Class 8320), Juvenile Probation Department. (File No. 0209-98-7)**

July 6, 1998: Postpone to the meeting of July 20, 1998 at the request of Mr. Parker.

Recommendation of the Juvenile Probation Department:

No future employment with the Juvenile Probation Department.

(9) **Determination of future employability: dismissal of permanent appointment of Treba Allen, Transit Operator (Class 9163), Public Transportation Department. (File No. 0284-98-7)**

Recommendation of the Public Transportation Department:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service. No future employment with the Public Transportation Department. Must submit satisfactory evidence of completion of a substance abuse program.

(10) **Determination of future employability: entrance probationary termination of Paul Hightower, Licensed Vocational Nurse (Class 2312), Department of Public Health. (File No. 0271-98-7)**

Recommendation of the Department of Public Health:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

(11) **Appeal of Automatic Resignation of Norma Watson, Registered Nurse (Class 2320), Department of Public Health. (File No. 0263-98-7)**

Recommendation of the Department of Public Health:

Approve automatic resignation. Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after one year satisfactory service outside the City and County service. No future employment with the Department of Public Health.

HUMAN RESOURCES DIRECTOR'S REPORT

(12) **Report of exempt positions under Charter categories 10.104-16 through 10.104-18. (File No. 0344-98-1)**

(13) **Progress report on class consolidation project. (File No. 0345-98-1)**

EXECUTIVE OFFICER'S REPORT

(14) Report on the activities of the Civil Service Department from April 1, 1998 through June 30, 1998. (File No. 0346-98-1)

(15) Proposed Draft Civil Service Commission Customer Service Plan. (File No. 0293-98-1)

(16) REQUESTS TO SPEAK

(17) ADJOURNMENT

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ADRIENNE PON
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RGE KOSTUROS
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COMMISSIONER

ABELLA SAFONT
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

MINUTES

Regular Meeting
July 20, 1998

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

CALL TO ORDER

2:05 p.m.

ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Excused
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Regular Meeting of July 6 , 1998

Action: Approve. (Vote of 3 to 0)

0392-97-4 Appeal by Dennis Kotlar of background rejection for Deputy Sheriff I (Class 8302), San Francisco Sheriff Department. (Item No. 6)

Speakers: None.

Action: Postpone to the meeting of August 3, 1998 at the request of Mr. Kotlar. (Vote of 3 to 0)

0097-98-4 Appeal by Rosendo Gomez of background rejection for Police Officer (Class Q-2), San Francisco Police Department. (Item No. 7)

Speakers: None.

Action: Postpone to the meeting of August 3, 1998 at the request of Mr. Gomez's attorney. (Vote of 3 to 0)

0209-98-7 Determination of future employability: termination of provisional appointment of Christopher Parker, Counselor (Class 8320), Juvenile Probation Department. (Item No. 8)

July 6, 1998: Postpone to the meeting of July 20, 1998 at the request of Mr. Parker.

Speakers: Con: Christopher Parker

Action: Postpone to the meeting of August 3, 1998 and direct the Juvenile Probation Department to appear at the meeting. (Vote of 3 to 0)

0263-98-7 Appeal of Automatic Resignation of Norma Watson, Registered Nurse (Class 2320), Department of Public Health. (Item No. 11)

Speakers: Pro: Michael Brown, Department of Public Health
Con: James Watson, Husband

Action: Off calendar until documents are obtained and reviewed by Department of Public Health. Department of Public Health to notify the Executive Officer when ready to proceed. (Vote of 3 to 0)

0271-98-7 **Determination of future employability: entrance probationary termination of Paul Hightower, Licensed Vocational Nurse (Class 2312), Department of Public Health. (Item No. 10)**

Speakers: Pro: Steve Lara, Department of Public Health
Con: Paul Hightower

Action: Postpone to the meeting of August 3, 1998 to allow the Department of Public Health to review its recommendations. (Vote of 3 to 0)

0284-98-7 **Determination of future employability: dismissal of permanent appointment of Treba Allen, Transit Operator (Class 9163), Public Transportation Department. (Item No. 9)**

Speakers: None.

Action: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service. No future employment with the Public Transportation Department. Must submit satisfactory evidence of completion of a substance abuse program. (Ms. Allen failed to appear.) (Vote of 3 to 0)

0342-98-1 **Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (Item No. 5)**

Speakers: None.

Action: Adopt the Human Resources Director's report. Approve the exemption from Civil Service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12. (Vote of 3 to 0)

0343-98-8 Review of requests for approval of proposed personal services contracts. (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-98/99	Treasurer - Tax Collector	$425,000	To replace the current remittance processing and cashiering system that is out of warranty, obsolete or beyond repair with more efficient technology that will be Year 2000 compliant.	Regular	02/28/99
4001-98/99	Art Commission	$290,000	To fabricate and install sculptural reliefs on ceiling and walls in the sterile corridor of Boarding Area A, San Francisco International Airport.	Regular	05/01/00
4002-98/99	Human Resources	$64,000	To provide actuarial services to the Health Service System.	Regular	06/30/99
4003-98/99	Human Resources	$424,000	To provide hospital utilization review services for inpatient admissions, individual case management, outpatient service review, hospital bill audit and select medical claims review administration services under the City Health Plan.	Regular	06/30/99
4004-98/99	Telecommunication & Information Services	$150,000	Creation of information technology strategic plan and policies for the Committee on Information Technology (COIT). COIT determines the CCSF's information technology strategic direction, policies and priorities.	Regular	06/30/99
4005-98/99	Public Works	$100,000	To provide environmental and civil engineering expertise to review and comment on the Navy's proposed and ongoing remedial efforts to cleanup Treasure Island for development.	Regular	10/01/00
4006/98/99	Art Commission	$75,000	To design artworks which will be incorporated into the new Zoo Renovation.	Regular	08/01/00

Speakers: PSC # 4005-98/99
Pro: Jim Horan, Department of Public Works
Steve Mullinix, Department of Public Works

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT

0344-98-1 **Report of exempt positions under Charter categories 10.104-16 through 10.104-18. (Item No. 12)**

Action: Report received; file.

0345-98-1 **Progress report on class consolidation project. (Item No. 13)**

Action: Report received; file.

EXECUTIVE OFFICER'S REPORT

0293-98-1 **Proposed Draft Civil Service Commission Customer Service Plan. (Item No. 15)**

Action: Report received; file.

0346-98-1 **Report on the activities of the Civil Service Department from April 1, 1998 through June 30, 1998. (Item No. 14)**

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 16)

1. Steve Williams, Executive Director of POWER led the testimony of workfare workers to request that the Commission consider workfare experience as qualification towards permanent City jobs.

2. Emma Harris spoke of her workfare experience cleaning MUNI buses and not receiving credit for her work.

3. Charles Robinson spoke of his workfare experience and of feeling discriminated against by not being given credit for his work.

4. Russell Parent spoke that as a recovering alcoholic and Vietnam veteran, he has been able to gain work experience through workfare.

5. Robert Shirley spoke of having passed civil service tests and not being hired because he has no recent work experience. He added that workfare be counted as work experience.

6. Michael Vanderhorst shared his experience as an Employment Specialist working in the Tenderloin with clients performing construction work.

7. Ilana Berger, Lead Organizer with POWER explained that Civil Service Commission Rules devastate workfare applicants and that the Commission look into and calendar this issue for its September 21, 1998 meeting.

ADJOURNMENT (Item No. 17)

3:30 p.m.

The meeting adjourned in honor of and in recognition of the 53rd Wedding Anniversary of Commissioner George Kosturos and his wife, Dolores, on July 15, 1998.

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CITY AND COUNTY OF SAN FRANCISCO

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OMMISSIONER

LEE MUNSON
OMMISSIONER

BELLA SAFONT
OMMISSIONER

KATE FAVETTI
TIVE OFFICER

AGENDA

Regular Meeting
of
August 3, 1998

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area. The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 3, 1998
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Regular Meeting of July 20, 1998

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0368-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-98/99	Retirement System	$2,900,000	To direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	06/3099
2001-98/99	Retirement System	$5,280,000	To direct the investment of an allocated portion of the international equity assets of the Retirement System's investment portfolio.	Continuing	06/30/99
2002-98/99	Retirement System	$8,002,000	To direct the investment of an allocated portion of the domestic equity assets of the Retirement System's investment portfolio.	Continuing	06/30/99
2003-98/99	Retirement System	$1,475,000	To direct the investment of an allocated portion of the international fixed income assets of the Retirement System's investment portfolio.	Continuing	06/30/99
2004-98/99	Retirement System	$180.000	To assist the department in creating a major real estate program.	Continuing	06/30/99
2005-98/99	Retirement System	$600,000	To assist the department in developing an investment strategy to monitor the alternative assets portion of the portfolio.	Continuing	06/30/99
2006-98/99	Retirement System	$275,000	To provide investment consulting services to the Retirement System.	Continuing	06/30/99
2007-98/99	Retirement System	$250,000	To act as the custodial agent of the assets of the retirement trust fund.	Continuing	06/30/99
2008-98/99	Human Services	$424,756	To maintain the electronic Welfare Case Data System (WCDS) for a consortium of 17 member counties.	Continuing	06/30/99
4007-98/99	Building Inspection	$380,000	To continue custom development of Oracle based software systems. The systems modules to be developed are to provide for a fully integrated and operational Permit Tracking System.	Regular	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4008-98/99	Airport Commission	$154,000	To develop and design a standards guideline manual and a conceptual plan for Airport vehicular traffic guide signage in conjunction with the completion of the Master Plan roadway system.	Regular	12/31/98
4009-98/99	Fire Department	$2,289,355	To operate and maintain complex fire fighting training devices, and provide support and maintenance thereto.	Regular	02/28/03
4010-98/99	Human Resources	$172,000	To provide ongoing system support, technical consultation, and application development projects for the HRIS System and related applications.	Regular	06/30/99
4011-98/99	Police Commission	$65.625	To provide technical support for the job analysis, exam development and scoring analysis phases of the Q-60 Police Lieutenant Examination.	Regular	06/30/01
4012-98/99	Telecommunication & Information Services	$2,000,000	This is a master agreement for all city departments requesting services of IBM for the licensing of software. purchases of computer hardware, maintenance of computer hardware of software, and computer related consulting services.	Regular	06/30/00
4013-98/99	Emergency Communication	$215.944	To warehouse 911 equipment in a temperature controlled and secure environment, asset tracking through bar-coding base and creation and maintenance of databases, staging and coordinating delivery to designate fire and police sites throughout the City.	Regular	03/31/99
4014-98/99	District Attorney	$2,100,000	To implement San Francisco Family Service Bureau's fully automated operating system (CASES) to comply with a Federal mandate to establish a statewide network. San Francisco is the fiscal agent for the consortium of 24 counties.	Regular	06/30/99
4015-98/99	City Administrator's Office	$2,316,000	To conduct the Planning Phase and Implementation Phase 1 of the project to assess systems to offer interactive City transactions via electronic commerce to the citizens through the Internet and Kiosks.	Regular	12/31/98
4016-98/99	Public Health	$100,000	To provide hardware and software maintenance and support service to the on-line hospital communications system (CHORAL). Will also provide replacement systems and software upgrades as available.	Regular	07/30/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) **Civil Service Commission Customer Service Plan. (File No. 0293-98-1)**

Recommendation:	Adopt.

(6) **Request to extend Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules. (Item 0258-98-5)**

June 15, 1998:	Direct the Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through December 31, 1998.
Recommendation:	Approve extension of Rule 13, Section 13.2.3 until December 31, 1998.

(7) **Proposed amendments to Civil Service Commission Rule 11 - Examinations, Section 11.9 - Aid, Hindrance, Fraud and Collusion in Examinations. (Item 0150-98-5)**

May 4, 1998	Post for adoption following meet and confer.
Recommendation:	Adopt.

(8) **Proposed amendments to Civil Service Commission Rule 11 - Examinations, Section 11.25 Unauthorized Material. (0189-98-5)**

May 18, 1998:	Post for adoption following meet and confer.
Recommendation:	Adopt.

(9) **Salary Survey and Certification of Wage Schedules for Transit Operators Pursuant to Charter A8.404 for Fiscal Year 1998/99. (Item No. 0299-98-3)**

Recommendation:	Adopt report; certify wage schedules; forward to the Board of Supervisors.

(10) **Survey of Monthly Rates Paid to Police Officers and Firefighters in all cities of 350,000 or more in the State of California. (Item No. 0314-98-3)**

Recommendation:	Adopt report; transmit rates to the Retirement System in accordance with Charter Section A8.590.1 - A8.590-7; provide report to the Board of Supervisors.

(11) **Annual Report of Personal Services Contracts Award Status for Annual, Regular, Expedited, and Continuing Approvals. (Item No. 0369-98-1)**

Recommendation: Report received; file.

(12) **Determination of Future Employability of Bernard Lewis, Senior Laundry Worker, Permanent Civil Service Class 2770, (Provisional 9910 Public Service Trainee). (File No. 0370-98-7)**

Recommendation: No future employment in any position covered by the City and County of San Francisco civil service system. Accept resignation effective August 20, 1996.

(13) **Request by the Sheriff's Department to issue Examination Announcements for Classes 8306 Senior Deputy Sheriff and 8308 Sheriff Sergeant on a Promotive-Only Basis. (File No. 0371-98-4)**

Recommendation: Uphold recommendation of Human Resources Director. Issue promotive-only announcements for Classes 8306 Senior Deputy Sheriff and 8308 Sheriff Sergeant.

REGULAR AGENDA

(14) **Appeal by Dennis Kotlar of background rejection for Deputy Sheriff I (Class 8302), San Francisco Sheriff Department. (File No. 0392-97-4)**

July 20, 1998: Postpone to the meeting of August 3, 1998 at the request of Mr. Kotlar.

Recommendation: Adopt report. Deny appeal of Mr. Kotlar. Sustain the decision of the Sheriff.

(15) **Appeal by Rosendo Gomez of background rejection for Police Officer (Class Q-2), San Francisco Police Department. (File No. 0097-98-4)**

July 20, 1998: Postpone to the meeting of August 3, 1998 at the request of Mr. Gomez's attorney.

Recommendation: Adopt report. Deny appeal of Rosendo Gomez. Sustain the decision of the Chief of Police.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(16) **Determination of future employability: termination of provisional appointment of Christopher Parker, Counselor (Class 8320), Juvenile Probation Department. (File No. 0209-98-7)**

July 6, 1998: Postpone to the meeting of July 20, 1998 at the request of Mr. Parker.

July 20, 1998: Postpone to the meeting of August 3, 1998 and direct the Juvenile Probation Department to appear at the meeting.

Recommendation of the Juvenile Probation Department:

No future employment with the Juvenile Probation Department.

(17) **Determination of future employability: entrance probationary termination of Paul Hightower, Licensed Vocational Nurse (Class 2312), Department of Public Health. (File No. 0271-98-7)**

July 20, 1998: Postpone to the meeting of August 3, 1998 to allow the Department of Public Health to review its recommendations.

Recommendation of the Department of Public Health:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

(18) REQUESTS TO SPEAK

(19) ADJOURNMENT

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

AREN CLOPTON
ICE PRESIDENT

RGE KOSTUROS
COMMISSIONER

. LEE MUNSON
COMMISSIONER

ABELLA SAFONT
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

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Box 41 (Min)

MINUTES

Regular Meeting
August 3, 1998

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:10 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Excused
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Regular Meeting of July 20, 1998

Action: Approve. (Vote of 4 to 0)

0097-98-4 Appeal by Rosendo Gomez of background rejection for Police Officer (Class Q-2), San Francisco Police Department. (Item No. 15)

July 20, 1998:	Postpone to the meeting of August 3, 1998 at the request of Mr. Gomez's attorney.
Speakers:	Pro: Lt. Alan Mould, SFPD Con: Gerald Lynn Ross, Attorney Rosendo Gomez
Action:	Adopt report. Deny appeal of Rosendo Gomez. Sustain the decision of the Chief of Police. (Vote of 4 to 0)

0150-98-5 Proposed amendments to Civil Service Commission Rule 11 - Examinations, Section 11.9 - Aid, Hindrance, Fraud and Collusion in Examinations. (Item No. 7)

May 4, 1998	Post for adoption following meet and confer.
Speakers:	None.
Action:	Adopt. (Vote of 4 to 0)

0189-98-5 Proposed amendments to Civil Service Commission Rule 11 - Examinations, Section 11.25 Unauthorized Material. (Item No. 8)

May 18, 1998:	Post for adoption following meet and confer.
Speakers:	None.
Action:	Adopt. (Vote of 4 to 0)

0209-98-7 Determination of future employability: termination of provisional appointment of Christopher Parker, Counselor (Class 8320), Juvenile Probation Department. (Item No. 16)

July 6, 1998:	Postpone to the meeting of July 20, 1998 at the request of Mr. Parker.
July 20, 1998:	Postpone to the meeting of August 3, 1998 and direct the Juvenile Probation Department to appear at the meeting.
Speakers:	Pro: Mercedes Hernandez, Juvenile Probation
Action:	Off Calendar. (Vote of 4 to 0)

0258-98-5 Request to extend Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules. (Item No. 6)

June 15, 1998: Direct the Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through December 31, 1998.

Speakers: None.

Action: Approve extension of Rule 13, Section 13.2.3 until December 31, 1998. (Vote 4 to 0)

0271-98-7 Determination of future employability: entrance probationary termination of Paul Hightower, Licensed Vocational Nurse (Class 2312), Department of Public Health. (Item No. 17)

July 20, 1998: Postpone to the meeting of August 3, 1998 to allow the Department of Public Health to review its recommendations.

Speakers: Pro: Steve Lara, DPH
Con: Paul Hightower
Brett Nair, Local 250

Action: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

0293-98-1 Civil Service Commission Customer Service Plan. (Item No. 5)

Speakers: None.

Action: Adopt. (Vote of 4 to 0)

0299-98-3 Salary Survey and Certification of Wage Schedules for Transit Operators Pursuant to Charter A8.404 for Fiscal Year 1998/99. (Item No. 9)

Speakers: None.

Action: Adopt report; certify wage schedules; forward to the Board of Supervisors. (Vote of 4 to 0)

0314-98-3 Survey of Monthly Rates Paid to Police Officers and Firefighters in all cities of 350,000 or more in the State of California. (Item No. 10)

Speakers: None.

Action: Adopt report; transmit rates to the Retirement System in accordance with Charter Section A8.590.1 - A8.590-7; provide report to the Board of Supervisors. (Vote of 4 to 0)

0368-98-8 Review of requests for approval of proposed personal services contracts. (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-98/99	Retirement System	$2,900,000	To direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	06/3099
2001-98/99	Retirement System	$5,280,000	To direct the investment of an allocated portion of the international equity assets of the Retirement System's investment portfolio.	Continuing	06/30/99
2002-98/99	Retirement System	$8,002,000	To direct the investment of an allocated portion of the domestic equity assets of the Retirement System's investment portfolio.	Continuing	06/30/99
2003-98/99	Retirement System	$1,475,000	To direct the investment of an allocated portion of the international fixed income assets of the Retirement System's investment portfolio.	Continuing	06/30/99
2004-98/99	Retirement System	$180,000	To assist the department in creating a major real estate program.	Continuing	06/30/99
2005-98/99	Retirement System	$600,000	To assist the department in developing an investment strategy to monitor the alternative assets portion of the portfolio.	Continuing	06/30/99
2006-98/99	Retirement System	$275,000	To provide investment consulting services to the Retirement System.	Continuing	06/30/99
2007-98/99	Retirement System	$250,000	To act as the custodial agent of the assets of the retirement trust fund.	Continuing	06/30/99
2008-98/99	Human Services	$424,756	To maintain the electronic Welfare Case Data System (WCDS) for a consortium of 17 member counties.	Continuing	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4007-98/99	Building Inspection	$380,000	To continue custom development of Oracle based software systems. The systems modules to be developed are to provide for a fully integrated and operational Permit Tracking System.	Regular	06/30/99
4008-98/99	Airport Commission	$154,000	To develop and design a standards guideline manual and a conceptual plan for Airport vehicular traffic guide signage in conjunction with the completion of the Master Plan roadway system.	Regular	12/31/98
4009-98/99	Fire Department	$2,289,355	To operate and maintain complex fire fighting training devices, and provide support and maintenance thereto.	Regular	02/28/03
4010-98/99	Human Resources	$172,000	To provide ongoing system support, technical consultation, and application development projects for the HRIS System and related applications.	Regular	06/30/99
4011-98/99	Police Commission	$65,625	To provide technical support for the job analysis, exam development and scoring analysis phases of the Q-60 Police Lieutenant Examination.	Regular	06/30/01
4012-98/99	Telecommunication & Information Services	$2,000,000	This is a master agreement for all city departments requesting services of IBM for the licensing of software, purchases of computer hardware, maintenance of computer hardware of software, and computer related consulting services.	Regular	06/30/00
4013-98/99	Emergency Communication	$215,944	To warehouse 911 equipment in a temperature controlled and secure environment, asset tracking through bar-coding base and creation and maintenance of databases, staging and coordinating delivery to designate fire and police sites throughout the City.	Regular	03/31/99
4014-98/99	District Attorney	$2,100,000	To implement San Francisco Family Service Bureau's fully automated operating system (CASES) to comply with a Federal mandate to establish a statewide network. San Francisco is the fiscal agent for the consortium of 24 counties.	Regular	06/30/99
4015-98/99	City Administrator's Office	$2,316,000	To conduct the Planning Phase and Implementation Phase 1 of the project to assess systems to offer interactive City transactions via electronic commerce to the citizens through the Internet and Kiosks.	Regular	12/31/98

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4016-98/99	Public Health	$100,000	To provide hardware and software maintenance and support service to the on-line hospital communications system (CHORAL). Will also provide replacement systems and software upgrades as available.	Regular	07/30/00

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0369-98-1 Annual Report of Personal Services Contracts Award Status for Annual, Regular, Expedited, and Continuing Approvals. (Item No. 11)

Speakers: None.

Action: Report received; file. (Vote of 4 to 0)

0370-98-7 Determination of Future Employability of Bernard Lewis, Senior Laundry Worker, Permanent Civil Service Class 2770, (Provisional 9910 Public Service Trainee). (Item No. 12)

Speakers: None.

Action: No future employment in any position covered by the City and County of San Francisco civil service system. Accept resignation effective August 20, 1996. (Vote of 4 to 0)

0371-98-4 Request by the Sheriff's Department to issue Examination Announcements for Classes 8306 Senior Deputy Sheriff and 8308 Sheriff Sergeant on a Promotive-Only Basis. (Item No. 13)

Speakers: None.

Action: Uphold recommendation of Human Resources Director. Issue promotive-only announcements for Classes 8306 Senior Deputy Sheriff and 8308 Sheriff Sergeant.
(Vote of 4 to 0)

0392-97-4 Appeal by Dennis Kotlar of background rejection for Deputy Sheriff I (Class 8302), San Francisco Sheriff Department. (Item No. 14)

July 20, 1998:	Postpone to the meeting of August 3, 1998 at the request of Mr. Kotlar.
Speakers:	None.
Action:	Postpone to the meeting of August 17, 1998 at the request of Mr. Kotlar. The Commission stipulated that this will be the last continuance granted.

REQUESTS TO SPEAK (Item No. 18)

None.

ADJOURNMENT (Item No. 19)

2:50 p.m.

The meeting adjourned in honor of and in recognition of Commissioner Karen V. Clopton on receiving the "Women Who Make a Difference Award" from the San Francisco Commission on the Status of Women.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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8/17/98

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

ORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ABELLA SAFONT
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

AGENDA

Regular Meeting
of
August 17, 1998

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

DOCUMENTS DEPT.
AUG 13 1998
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area. The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 17, 1998
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Regular Meeting of August 3, 1998

Executive Session Meeting of August 3, 1998

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0404-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4017-98/99	Airport Commission	$1,356,000	To prepare technical reports that examine the feasibility of reconfiguring runways at SFO for the purposes of reducing noise, reducing airfield and passenger delays and accommodating the new large aircraft.	Regular	01/31/99
4018-98/99	Airport Commission	$1,036,000	To represent the airlines' interests and act as their representative to ensure airline technical review of Master Plan projects, budget, designs, and coordination work is performed on a timely basis.	Regular	06/30/99
4019-98/99	Public Works	$110,000	Too prepare construction documents for the renovation of the Japan Town Peace Plaza; provide construction phase services such as reviewing submittals,, shop drawings and samples; reviewing constructed work for conformance to design intent.	Regular	06/30/00
035R-94/95	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $120,000 New Amount $810,000	Perform energy efficiency design review of municipal capital improvement projects in the design stage; conduct workshops to transfer knowledge to City engineers; and perform technical energy audits of existing City facilities.	Regular	06/30/99
4041-97/98	Airport Commission	Increase Amount $430,000 New Amount $540,000	Development and implementation of the Airport Landscape Master Plan which incorporates the new International Terminal along with other new buildings, facilities, roadways, etc., covering the entire Airport property	Regular	12/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4153-95/96	Public Health	Increase Amount $500,000 New Amount $600,000	Provide as-needed, on-call professional licensed Physical and Occupational Therapists, Speech Pathologists and Physical Therapy Assistants to back-up civil service staff during scheduled and unscheduled staff absences.	Regular	02/01/01

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) **Approval of Exempt Appointments under Charter Section 10.104-1 through 10.104 - 12 which exceed the Charter-Imposed "Cap". (File No. 0409-98-1)**

Recommendation: Adopt Human Resources Director's Report. Approve the exemption from Civil Service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12.

(6) **Proposed Amendment to Rule 14 - Appointments; Article VI - Appointment by Transfer; Section 14.36.1 - Limited Term Transfer - Definition (File No. 0405-98-5)**

Recommendation: Post for adoption following meet and confer.

REGULAR AGENDA

(7) **Appeal of the examination results and eligible lists for Classes 5206 Associate Civil Engineer, 5208 Civil Engineer and 5210 Senior Civil Engineer. (File No. 0406-98-4)**

Recommendation: Adopt staff report and Tentative Eligible Lists: CPE-5, 5206 Associate Civil Engineer; CPE-4, 5208 Civil Engineer; and CPE-3, 5210 Senior Civil Engineer. Deny the appeals of the above results of examinations and eligible lists.

(8) Appeal by Dennis Kotlar of background rejection for Deputy Sheriff I (Class 8302), San Francisco Sheriff Department. (File No. 0392-97-4)

July 20, 1998:	Postpone to the meeting of August 3, 1998 at the request of Mr. Kotlar.
August 3, 1998:	Postpone to the meeting of August 17, 1998 at the request of Mr. Kotlar.
Recommendation:	Adopt report. Deny appeal of Mr. Kotlar. Sustain the decision of the Sheriff.

(9) Appeal by Stephen Michael Coleman of background rejection for Police Officer (Class Q-2), San Francisco Police Department. (File No. 0153-98-4)

Recommendation:	Adopt report. Deny appeal of Stephen Michael Coleman. Sustain the decision of the Chief of Police.

(10) Appeal by Darcy Coles of the Human Resources Director's decision to dismiss discrimination complaint. (File No. 0115-98-4)

Recommendation:	Adopt report. Deny appeal of Darcy Coles. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) Appeal of Automatic Resignation of Norma Watson, Registered Nurse (Class 2320), Department of Public Health. (File No. 0263-98-7)

July 20, 1998:	Off calendar until documents are obtained and reviewed by Department of Public Health. Department of Public Health to notify the Executive Officer when ready to proceed.

Recommendation of the Department of Public Health:

Approve automatic resignation. No restrictions on future employment with the City and County service.

HUMAN RESOURCES DIRECTOR'S REPORT

(12) Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0407-98-1)

(13) Progress Report on Class Consolidation Project. (File No. 0408-98-1)

(14) REQUESTS TO SPEAK

(15) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
August 17, 1998

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

DOCUMENTS DEPT.
AUG 2 4 1998
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PUBLIC LIBRARY

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

ORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ABELLA SAFONT
COMMISSIONER

KATE FAVETTI
XCUTIVE OFFICER

CALL TO ORDER

2:10 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Excused
Commissioner A. Lee Munson	Excused
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Regular Meeting of August 3, 1998

Action: Approve. (Vote of 3 to 0)

Executive Session Meeting of August 3, 1998

Action: Approve. (Vote of 3 to 0)

ANNOUNCEMENTS

Due to the legal holiday occurring on Monday, September 7, 1998 (Labor Day Holiday), the Regular Civil Service Commission meeting on this date is canceled. The Commission will hold special meetings is September, if necessary, to address any emergency matters. The Civil Service Commission will meet once in September on Monday, September 21, 1998.

0392-97-4 **Appeal by Dennis Kotlar of background rejection for Deputy Sheriff I (Class 8302), San Francisco Sheriff Department. (Item No. 8)**

July 20, 1998:	Postpone to the meeting of August 3, 1998 at the request of Mr. Kotlar.
August 3, 1998:	Postpone to the meeting of August 17, 1998 at the request of Mr. Kotlar.
Speakers:	None.
Action:	Adopt report. Deny appeal of Mr. Kotlar. Sustain the decision of the Sheriff. (Mr. Kotlar failed to appear.) (Vote of 3 to 0)

0115-98-4 **Appeal by Darcy Coles of the Human Resources Director's decision to dismiss discrimination complaint. (Item No. 10)**

Speakers:	None.
Action:	Postpone to the meeting of October 5, 1998 at the request of Mr. Coles. (Vote of 3 to 0)

0153-98-4 **Appeal by Stephen Michael Coleman of background rejection for Police Officer (Class Q-2), San Francisco Police Department. (Item No. 9)**

Speakers:	Pro: Lt. Alan Mould, Police Department Con: Stephen M. Coleman
Action:	Adopt report. Deny appeal of Stephen Michael Coleman. Sustain the decision of the Chief of Police. (Vote of 3 to 0)

0263-98-7 **Appeal of Automatic Resignation of Norma Watson, Registered Nurse (Class 2320), Department of Public Health. (Item No. 11)**

July 20, 1998:	Off calendar until documents are obtained and reviewed by Department of Public Health. Department of Public Health to notify the Executive Officer when ready to proceed.
Action:	Postpone to the meeting of September 21, 1998 at the request of Ms. Watson's attorney Mr. Barry Williams. (Vote of 3 to 0)

0404-98-8 **Review of requests for approval of proposed personal services contracts. (Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4017-98/99	Airport Commission	$1,356,000	To prepare technical reports that examine the feasibility of reconfiguring runways at SFO for the purposes of reducing noise, reducing airfield and passenger delays and accommodating the new large aircraft.	Regular	01/31/99
4018-98/99	Airport Commission	$1,036,000	To represent the airlines' interests and act as their representative to ensure airline technical review of Master Plan projects, budget, designs, and coordination work is performed on a timely basis.	Regular	06/30/99
4019-98/99	Public Works	$110,000	Too prepare construction documents for the renovation of the Japan Town Peace Plaza; provide construction phase services such as reviewing submittals,, shop drawings and samples; reviewing constructed work for conformance to design intent.	Regular	06/30/00
035R-94/95	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $120,000 New Amount $810,000	Perform energy efficiency design review of municipal capital improvement projects in the design stage; conduct workshops to transfer knowledge to City engineers; and perform technical energy audits of existing City facilities.	Regular	06/30/99
4041-97/98	Airport Commission	Increase Amount $430,000 New Amount $540,000	Development and implementation of the Airport Landscape Master Plan which incorporates the new International Terminal along with other new buildings, facilities, roadways, etc., covering the entire Airport property	Regular	12/30/01
4153-95/96	Public Health	Increase Amount $500,000 New Amount $600,000	Provide as-needed, on-call professional licensed Physical and Occupational Therapists, Speech Pathologists and Physical Therapy Assistants to back-up civil service staff during scheduled and unscheduled staff absences.	Regular	02/01/01

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0405-98-5 **Proposed Amendment to Rule 14 - Appointments; Article VI - Appointment by Transfer; Section 14.36.1 - Limited Term Transfer - Definition. (Item No. 6)**

Speakers: None.

Action: Post for adoption following meet and confer. (Vote of 3 to 0)

0406-98-4 **Appeal of the examination results and eligible lists for Classes 5206 Associate Civil Engineer, 5208 Civil Engineer and 5210 Senior Civil Engineer. (Item No. 7)**

Speakers: Vitus Leung, Local 21

Action: Postpone to the meeting of September 21, 1998 at the request of Local 21. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT

0407-98-1 **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 12)**

Action: Report received; file.

0408-98-1 **Progress Report on Class Consolidation Project. (Item No. 13)**

Action: Report received; file.

0409-98-1 **Approval of Exempt Appointments under Charter Section 10.104-1 through 10.104 - 12 which exceed the Charter-Imposed "Cap". (Item No. 5)**

Speakers: Vitus Leung, Local 21

Action: Adopt Human Resources Director's Report. Approve the exemption from Civil Service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12. (Vote of 3 to 0)

REQUESTS TO SPEAK (Item No. 14)

None.

ADJOURNMENT (Item No. 15)

2:35 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
9/21/98

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

ORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ABELLA SAFONT
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

AGENDA

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

Regular Meeting
of
September 21, 1998

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

DOCUMENTS DEPT.
SEP 17 1998
SAN FRANCISCO
PUBLIC LIBRARY

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area. The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 21, 1998
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Executive Session Meeting of August 17, 1998

Regular Meeting of August 17, 1998

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(4) COMMENDATION

Commendation for John L. Taylor, Clerk of the Board, Board of Supervisors, upon his retirement after 16 years of service to the City and County of San Francisco. (File No. 0530-98-1)

Recommendation: Approve.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0500-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2009-98/99	Human Services	$200,000	To provide a telephone support service to reduce parent stress and the risk of abuse and or neglect. The paid staff recruits, trains, and supervises a pool of 80 volunteers who staff the hotline 24 hours a day and 365 days a year.	Continuing	06/30/99
2010-98/99	Commission on the Aging	$695,807	To provide 207,413 congregate meals at 16 meals sites and 5,699 home-delivered meals, a minimum of 80 nutrition education units for congregate meal sites and 72 units for home-delivered clients and 72 nutrition counseling units.	Continuing	06/30/99
4020-98/99	Controller	$100,000	Data entry keying to meet payroll deadlines during peak periods.	Regular	06/30/00
4021-98/99	Controller	$130,740	To provide expert professional technical writing services in the preparation of payroll manuals, procedures, memos, flyer, directives, and bulletins.	Regular	06/30/00
4022-98/99	Airport Commission	$60,000	To analyze issues and lobby California State Legislature on matters that will affect the San Francisco International Airport.	Regular	06/30/99
4023-98/99	Airport Commission	$260,000	To govern the sale and issuance of future Airport revenue bonds.	Regular	08/30/03
4024-98/99	Human Resources	$455,340	To perform the fit/gap analysis for implementing PeopleSoft and will produce detailed documentation of requirement specifications, scope and implementation plan.	Regular	06/30/99
4025-98/99	Police Commission	$81,000	To provide assistance and software support for ongoing capacity management activities at the Hall of Justice Data Center, with emphasis on cost and service management	Regular	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4026-98/99	Public Utilities Commission (Water)	$600,000	To provide as-needed laboratory analytical services for the detection and identification of infectious microbiological waterborne pathogens. The outside laboratory will provide water sample laboratory will provide water sample laboratory testing to identify pathogenic viruses and parasites.	Regular	06/30/01
4027-98/99	City Administrator's Office	$300,000	To educate and promote recycling of used oil through the media and printed materials in English, Spanish and Chinese languages.	Regular	08/31/00
4028-98/99	Public Works	$5,500,000	To provide construction management services during design and construction of Moscone Center Expansion Phase 3.	Regular	02/28/03
4029-98/99	Public Works	$245,000	To provide architectural and engineering design services associated with Laguna Honda Hospital's Replacement Program	Regular	02/28/00
4030-98/99	Airport Commission	$290,000	To provide frequent, daily public shuttle service linking Millbrae Cal Train Station with Airport terminals and stops on road R-2, McDonnell Road, and United Airlines Maintenance Operations Center	Regular	01/31/99
4031-98/99	Fire Department	$200,000	To develop and defend against legal challenge if necessary, a new procedure for selecting Class H-2 Firefighters (a Cadet Program) that is valid and will minimize adverse impact.	Regular	08/31/00
4032-98/99	Public Utilities Commission (Hetch Hetchy & Bureaus)	$135,000	To collect garbage and refuse for Hetch Hetchy Water & Power at Moccasin in Tuolumne County.	Regular	06/30/01
4033-98/99	Public Utilities Commission (Hetch Hetchy & Bureaus)	$3,000,000	To provide technical services to analyze the vulnerability of all critical PUC facilities to risk of failure from earthquakes, fires, floods, landslides and other hazard events; define and quantify resultant regional impacts.	Regular	03/30/01
4034-98/99	Public Utilities Commission (Water)	$100,000	To track, review and analyze federal and state water quality regulations and standards. The project will also determine best available technology, water quality limits justifications, permit policy, and pollutant reduction strategies.	Regular	06/30/00
4035-98/99	Public Utilities Commission (Water)	$400,000	To conduct voluntary storm water pollution prevention audits for targeted commercial businesses, tracking and evaluating audit results, developing and implementing storm water technical outreach campaigns.	Regular	06/3001

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4036-98/99	Public Health	$120,000	To coordinate the efforts of multiple community based organizations to expand on prior research, develop educational materials, and develop prevention and treatment strategies to counter the effects of gambling in Asian communities.	Regular	10/01/99
4037-98/99	Mayor's Criminal Justice Council	$510,270	Under the Weed & Seed Program, the City & County of San Francisco is being funded to develop a Safe Haven and provide outreach services to youth in the Mission District. This effort will be coordinated with enhanced community policing activities.	Regular	06/30/01
4038-98/99	Mayor's Criminal Justice Council	$643,500	To provide direct community intervention & prevention services through community-based providers.	Regular	06/30/01
4039-98/99	Art Commission	$132,525	To conduct creative writing classes with youth at risk in San Francisco. Teachers will serve youth who may be incarcerated, educationally disadvantaged, homeless, or in crisis.	Regular	06/30/99
4040-98/99	Purchaser	$60,000,000	To provide hardware, software computer systems related design, maintenance and consulting services. The contractor will service/design networks, repair personal computers and provide training courses.	Regular	09/30/00
4041-98/99	Adult Probation	$650,000	To evaluate and determine whether women who participate in the NETWORK program achieve better outcomes over time than comparable women who do not participate in the program.	Regular	09/30/98
4042-98/99	Muni Improvement Fund	$240,000	To provide assessment and referral services to safety-sensitive employees who voluntarily seek substance abuse treatment.	Regular	06/30/00
014X-94/95	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $250,000 New Amount $715,000	To analyze new potential for use of PUC lands to generate additional revenue. Negotiations with the City of Pleasanton on the development of the Bernal Avenue Property including the ultimate sale of the Bernal Avenue Property.	Regular	12/31/99
2024-95/96	Human Services	Increase Amount $7,982,220 New Amount $715,000	Will serve as the "employer of records" for the In-Home Supportive Services Program (IHSS), and establish a central registry to assist IHSS clients.	Continuing	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4111-97/98	Public Utilities Commission (Water)	Increase Amount $220,000 New Amount $300,000	To characterize targeted small commercial businesses to determine the significance of their discharge, and if necessary, develop and implement business-specific water pollution prevention strategies and conduct assessments.	Regular	06/30/00
4115-96/97	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $3,200,000 New Amount $6,400,000	Provide a broad range of specialized engineering services as may be required for the implementation and completion of Public Utilities Commission approved projects.	Regular	07/31/01
739-92/93	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $60,000 New Amount $1,175,000	Lobbyists in Washington, D.C. representing the City before federal legislative, administrative and regulatory agencies on matters concerning water supply, waste water treatment, and energy.	Regular	12/30/98

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(6) **Actuarial Study related to the Trust Fund established by Charter Section A8.404 (Transit Operators for Fiscal Year 1997-98). (File No. 0410-98-3)**

Recommendation: Adopt Human Resources Director's Report. Approve both the comprehensive valuation study and actuarial survey, and certify and transmit report to the Board of Supervisors.

(7) **Approval of exempt Appointments under Charter Section 10.104-1 Through 10.104-12 which exceed the Charter-Imposed "CAP". (File No. 0508-98-1)**

Recommendation: Adopt Human Resources Director. Approve the Exemption from Civil Service of those Positions Identified in the Report as authorized by Charter Section 10.104-1 through 10.104-12.

(8) **Proposed Civil Service Commission Rules for the San Francisco Police Department. (File No. 0509-98-5)**

Recommendation: Adopt the Civil Service Rules pertinent to the Uniformed Ranks of the Police Department insofar as they reflect the status quo and any mutually agreed upon changes to date. Direct the Commission's Labor Negotiator to continue meeting on proposed changes.

(9) Determination of Future Employability of Jeng Tsai, Class 5220 Junior Water Purification Engineer, Public Utilities Commission. (File No. 0510-98-7)

Recommendation: Adopt report.

REGULAR AGENDA

(10) Appeal of the examination results and tentative eligible lists for Classes 5206 Associate Civil Engineer, 5208 Civil Engineer and 5210 Senior Civil Engineer. (File No. 0406-98-4)

August 17, 1998: Postpone to the Meeting of September 21, 1998 at the request of Local 21.

Recommendation: Adopt staff report. Deny the appeal of examinations by Ms. Carleen Arii Ho, Mr. Hoy Seng Kwok; Mr. Leon L. Louie, et. al.; Mr. Rob Lim and Mr. Ernest K. Tom for Classes 5206 Associate Civil Engineer; 5208 Civil Engineer; and 5210 Senior Civil Engineer. Uphold and adopt the Tentative Eligible Lists CPE-5, CPE-4 and CPE-3.

(11) Appeal of the Human Resources Director's decision to approve the classification of eight positions resulting from the City-wide classification study of Information Systems positions. (File No. 0511-98-2)

Recommendation: Adopt report. Deny the appeals of Carolyn Haynes, Josephine Hicks, Judi Soto, Jonathan Meine, William Flaherty, Rueben Sanchez, and Tzulin Linda Huang. Sustain the decision of the Human Resources Director.

(12) Appeal of the Human Resources Director's Decision to reject applications for the examinations for Classes 5206 Associate Civil Engineer, 5208 Civil Engineer and 5210 Senior Civil Engineer. (File No. 0512-98-4)

Recommendation: Adopt report. Deny appeals. Sustain the decision of the Human Resources Director.

(13) Request for reconsideration on Determination of Future Employability: Resignation - Services Unsatisfactory of Royal S. Terry, Class 9163 Transit Operator, Public Transportation Department. (File No. 0513-98-7)

Recommendation: Adopt report. Deny request for reconsideration of Royal S. Terry. Sustain the decision of the Public Transportation Department.

(14) Appeal of the Human Resources Director's Decision on the application of the Civil Service Commission Definition of Battery Leave for Hassie Hill, Class 9131 Station Agent.

Recommendation: Adopt report. Sustain the decision of the Human Resources Director on the application of the Civil Service Commision Definition of Battery Leave.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(15) Appeal of Automatic Resignation of Norma Watson, Registered Nurse (Class 2320), Department of Public Health. (File No. 0263-98-7)

July 20, 1998: Off calendar until documents are obtained and reviewed by Department of Public Health. Department of Public Health to notify the Executive Officer when ready to proceed.

August 17, 1998: Postpone to the meeting of September 21, 1998 at the request of Ms. Watson.

Recommendation of the Department of Public Health:

Approve automatic resignation. No restrictions on future employment with the City and County service.

(16) Determination of future employability of Xuan Anh Nhan, Junior Management Assistant (Class 1840) Department of Public Health. (File No. 0399-98-7)

Recommendation of the Department of Public Health:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service. No future employment with the Department of Public Health as Class 1840 Junior Management Assistant.

(17) Determination of future employability of Benelita Rose, Disease Control Investigator (Class 2806) Department of Public Health. (File No. 0375-98-7)

Recommendation of the Department of Public Health:

Approve the resignation as certified. No restrictions on future employability.

HUMAN RESOURCES DIRECTOR'S REPORT

(18) Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0528-98-1)

(19) Progress Report on Class Consolidation Project. (File No. 0529-98-1)

(20) REQUESTS TO SPEAK

(21) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
September 21, 1998

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

DOCUMENTS DEPT.
SEP 24 1998
SAN FRANCISCO
PUBLIC LIBRARY

/98

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

SABELLA SAFONT
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

CALL TO ORDER

2:00 p.m.

AND ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner George Kosturos	Present (missed items 17, 18, 19, 20 & 21)
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Executive Session Meeting of August 17, 1998

Action: Approve. (Vote of 4 to 0)

Regular Meeting of August 17, 1998

Action: Approve. (Vote of 4 to 0)

COMMENDATION

Commendation for John L. Taylor, Clerk of the Board, Board of Supervisors upon his retirement after 16 years of service to the City and County of San Francisco.

Action: Approve. (Vote of 4 to 0)

0457-97-3 Appeal of the Human Resources Director's Decision on the application of the Civil Service Commission Definition of Battery Leave for Hassie Hill, Class 9131 Station Agent. (Item No. 14)

Speakers: Pro: Brian Narlock, Department of Human Resources
Con: Hassie Hill
Dale Butler, SEIU

Action: Adopt report. Sustain the decision of the Human Resources Director on the application of the Civil Service Commission Definition of Battery Leave. (Vote of 4 to 0)

0263-98-7 Appeal of Automatic Resignation of Norma Watson, Registered Nurse (Class 2320), Department of Public Health. (Item No. 15)

July 20, 1998: Off calendar until documents are obtained and reviewed by Department of Public Health. Department of Public Health to notify the Executive Officer when ready to proceed.

August 17, 1998: Postpone to the meeting of September 21, 1998 at the request of Ms. Watson.

Action: Postpone to the meeting of October 19, 1998 at the request of Ms. Watson's attorney Geoffrey White. (Vote of 4 to 0)

0375-98-7 Determination of future employability of Benelita Rose, Disease Control Investigator (Class 2806) Department of Public Health. (Item No. 17)

Speakers: Pro: Kin Gee, Department of Public Health
Con: Ray Antonio, TWU Local 250-A

Action: Approve the resignation as certified. No restrictions on future employability. (Vote of 3 to 0)

0399-98-7 Determination of future employability of Xuan Anh Nhan, Junior Management Assistant (Class 1840) Department of Public Health. (Item No. 16)

Speakers: Pro: Michael Brown, Department of Public Health
Con: Dale Butler, Local 790

Action: Approve recommendation of Department of Public Health; no future employment with the Department of Public Health in Class 1840 Junior Management Assistant. (Vote of 4 to 0)

0406-98-4 **Appeal of the examination results and tentative eligible lists for Classes 5206 Associate Civil Engineer, 5208 Civil Engineer and 5210 Senior Civil Engineer. (Item No. 10)**

August 17, 1998: Postpone to the Meeting of September 21, 1998 at the request of Local 21.

Speakers:
Pro: Karen Taylor, Department of Human Resources
Con: Vitus Leung, Local 21
Leon L. Louie

Action:

1. Appeals withdrawn by Carleen Arii Ho and Ernest K. Tom.
2. Adopt staff report. Deny the appeal of examinations by Hoy Seng Kwok; Leon L. Louie, et. al.; and Rob Lim for Classes 5206 Associate Civil Engineer; 5208 Civil Engineer; and 5210 Senior Civil Engineer. Uphold and adopt the Tentative Eligible Lists CPE-5, CPE-4 and CPE-3. (Vote of 3 to 1; Commissioner Kosturos dissents)

0410-98-3 **Actuarial Study related to the Trust Fund established by Charter Section A8.404 (Transit Operators for Fiscal Year 1997-98). (Item No. 6)**

Speakers: None.

Action: Adopt Human Resources Director's Report. Approve both the comprehensive valuation study and actuarial survey, and certify and transmit report to the Board of Supervisors. (Vote of 4 to 0)

0500-98-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2009-98/99	Human Services	$200,000	To provide a telephone support service to reduce parent stress and the risk of abuse and or neglect. The paid staff recruits, trains, and supervises a pool of 80 volunteers who staff the hotline 24 hours a day and 365 days a year.	Continuing	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2010-98/99	Commission on the Aging	$695,807	To provide 207,413 congregate meals at 16 meals sites and 5,699 home-delivered meals, a minimum of 80 nutrition education units for congregate meal sites and 72 units for home-delivered clients and 72 nutrition counseling units.	Continuing	06/30/99
4020-98/99	Controller	$100,000	Data entry keying to meet payroll deadlines during peak periods.	Regular	06/30/00
4021-98/99	Controller	$130,740	To provide expert professional technical writing services in the preparation of payroll manuals, procedures, memos, flyer, directives, and bulletins.	Regular	06/30/00
4022-98/99	Airport Commission	$60,000	To analyze issues and lobby California State Legislature on matters that will affect the San Francisco International Airport.	Regular	06/30/99
4023-98/99	Airport Commission	$260,000	To govern the sale and issuance of future Airport revenue bonds.	Regular	08/30/03
4024-98/99	Human Resources	$455,340	To perform the fit/gap analysis for implementing PeopleSoft and will produce detailed documentation of requirement specifications, scope and implementation plan.	Regular	06/30/99
4025-98/99	Police Commission	$81,000	To provide assistance and software support for ongoing capacity management activities at the Hall of Justice Data Center, with emphasis on cost and service management	Regular	06/30/99
4026-98/99	Public Utilities Commission (Water)	$600,000	To provide as-needed laboratory analytical services for the detection and identification of infectious microbiological waterborne pathogens. The outside laboratory will provide water sample laboratory will provide water sample laboratory testing to identify pathogenic viruses and parasites.	Regular	06/30/01
4027-98/99	City Administrator's Office	$300,000	To educate and promote recycling of used oil through the media and printed materials in English, Spanish and Chinese languages.	Regular	08/31/00
4028-98/99	Public Works	$5,500,000	To provide construction management services during design and construction of Moscone Center Expansion Phase 3.	Regular	02/28/03
4029-98/99	Public Works	$245,000	To provide architectural and engineering design services associated with Laguna Honda Hospital's Replacement Program	Regular	02/28/00
4030-98/99	Airport Commission	$290,000	To provide frequent, daily public shuttle service linking Millbrae Cal Train Station with Airport terminals and stops on road R-2, McDonnell Road, and United Airlines Maintenance Operations Center	Regular	01/31/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4031-98/99	Fire Department	$200,000	To develop and defend against legal challenge if necessary, a new procedure for selecting Class H-2 Firefighters (a Cadet Program) that is valid and will minimize adverse impact.	Regular	08/31/00
4032-98/99	Public Utilities Commission (Hetch Hetchy & Bureaus)	$135,000	To collect garbage and refuse for Hetch Hetchy Water & Power at Moccasin in Tuolumne County.	Regular	06/30/01
4033-98/99	Public Utilities Commission (Hetch Hetchy & Bureaus)	$3,000,000	To provide technical services to analyze the vulnerability of all critical PUC facilities to risk of failure from earthquakes, fires, floods, landslides and other hazard events; define and quantify resultant regional impacts.	Regular	03/30/01
4034-98/99	Public Utilities Commission (Water)	$100,000	To track, review and analyze federal and state water quality regulations and standards. The project will also determine best available technology, water quality limits justifications, permit policy, and pollutant reduction strategies.	Regular	06/30/00
4035-98/99	Public Utilities Commission (Water)	$400,000	To conduct voluntary storm water pollution prevention audits for targeted commercial businesses, tracking and evaluating audit results, developing and implementing storm water technical outreach campaigns.	Regular	06/3001
4036-98/99	Public Health	$120,000	To coordinate the efforts of multiple community based organizations to expand on prior research, develop educational materials, and develop prevention and treatment strategies to counter the effects of gambling in Asian communities.	Regular	10/01/99
4037-98/99	Mayor's Criminal Justice Council	$510,270	Under the Weed & Seed Program, the City & County of San Francisco is being funded to develop a Safe Haven and provide outreach services to youth in the Mission District. This effort will be coordinated with enhanced community policing activities.	Regular	06/30/01
4038-98/99	Mayor's Criminal Justice Council	$643,500	To provide direct community intervention & prevention services through community-based providers.	Regular	06/30/01
4039-98/99	Art Commission	$132,525	To conduct creative writing classes with youth at risk in San Francisco. Teachers will serve youth who may be incarcerated, educationally disadvantaged, homeless, or in crisis.	Regular	06/30/99
4040-98/99	Purchaser	$60,000,000	To provide hardware, software computer systems related design, maintenance and consulting services. The contractor will service/design networks, repair personal computers and provide training courses.	Regular	09/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4041-98/99	Adult Probation	$650,000	To evaluate and determine whether women who participate in the NETWORK program achieve better outcomes over time than comparable women who do not participate in the program.	Regular	09/30/98
4042-98/99	Muni Improvement Fund	$240,000	To provide assessment and referral services to safety-sensitive employees who voluntarily seek substance abuse treatment.	Regular	06/30/00
014X-94/95	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $250,000 New Amount $715,000	To analyze new potential for use of PUC lands to generate additional revenue. Negotiations with the City of Pleasanton on the development of the Bernal Avenue Property including the ultimate sale of the Bernal Avenue Property.	Regular	12/31/99
2024-95/96	Human Services	Increase Amount $7,982,220 New Amount $715,000	Will serve as the "employer of records" for the In-Home Supportive Services Program (IHSS), and establish a central registry to assist IHSS clients.	Continuing	06/30/99
4111-97/98	Public Utilities Commission (Water)	Increase Amount $220,000 New Amount $300,000	To characterize targeted small commercial businesses to determine the significance of their discharge, and if necessary, develop and implement business-specific water pollution prevention strategies and conduct assessments.	Regular	06/30/00
4115-96/97	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $3,200,000 New Amount $6,400,000	Provide a broad range of specialized engineering services as may be required for the implementation and completion of Public Utilities Commission approved projects.	Regular	07/31/01
739-92/93	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $60,000 New Amount $1,175,000	Lobbyists in Washington, D.C. representing the City before federal legislative, administrative and regulatory agencies on matters concerning water supply, waste water treatment, and energy.	Regular	12/30/98

Speakers: None

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0508-98-1 Approval of exempt Appointments under Charter Section 10.104-1 Through 10.104-12 which exceed the Charter-Imposed "CAP". (Item No. 7)

Speakers: None.

Action: Adopt Human Resources Director. Approve the Exemption from Civil Service of those Positions Identified in the Report as authorized by Charter Section 10.104-1 through 10.104-12. (Vote of 4 to 0)

0509-98-5 Proposed Civil Service Commission Rules for the San Francisco Police Department. (Item No. 8)

Speakers: None.

Action: Adopt the Civil Service Rules pertaining to the Uniformed Ranks of the Police Department insofar as they reflect the status quo and any mutually agreed upon changes to date. The remainder is provisionally adopted, subject to the ongoing meet and confer process with the Police Officers Association. (Vote of 4 to 0)

0510-98-7 Determination of Future Employability of Jeng Tsai, Class 5220 Junior Water Purification Engineer, Public Utilities Commission. (Item No. 9)

Speakers: None.

Action: Adopt report. (Vote of 4 to 0)

0511-98-2 Appeal of the Human Resources Director's decision to approve the classification of eight positions resulting from the City-wide classification study of Information Systems positions. (Item No. 11)

Speakers: None.

Action: Postpone to the meeting of October 5, 1998 at the request of Carolyn Haynes, Josephine Hicks, Judi Soto, and Jonathan Meine. (Vote of 4 to 0)

0512-98-4 **Appeal of the Human Resources Director's Decision to reject applications for the examinations for Classes 5206 Associate Civil Engineer, 5208 Civil Engineer and 5210 Senior Civil Engineer. (Item No. 12)**

Speakers: Pro: Karen Taylor, DHR
Con: Duane Reno, Attorney for Local 21
Anastasious Mavroudis
Ann Tobin
Linda De Bolt
Maria Rossen
Cairo Briceno
Vitus Leung, Local 21

Action: Adopt report. Deny appeals. Sustain the decision of the Human Resources Director. (Vote of 3 to 1; Commissioner Kosturos dissents)

0513-98-7 **Request for reconsideration on Determination of Future Employability: Resignation - Services Unsatisfactory of Royal S. Terry, Class 9163 Transit Operator, Public Transportation Department. (Item No. 13)**

Speakers: None.

Action: Adopt report. Deny request for reconsideration of Royal S. Terry. Sustain the decision of the Public Transportation Department. Mr. Terry failed to appear. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT

0528-98-1 **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 18)**

Action: Report received; file.

0529-98-1 **Progress Report on Class Consolidation Project. (Item No. 19)**

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 20)

1. Hsiao-Lung Chang spoke about his engineering experience and the Commission's policy on out of class assignments — the Human Resources' Director will review his case and report back to the Civil Service Commission.

2. Barbara Thomson commented on putting the burden of verifiable experience for out of class assignments on the employees and the City's responsibility to enforce annual personnel appraisals. Ms. Thomson also commented on the Police rules and her concerns that there is no Human Resources function in the Fire Department .

ADJOURNMENT (Item No. 21)

4:35 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
10/5/98

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

ORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

RSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
XCUTIVE OFFICER

AGENDA

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (AG)

**Regular Meeting
of
October 5, 1998**

**Room 428
Veterans Building, 401 Van Ness Avenue**

Order of Business

2:00 p.m.

DOCUMENTS DEPT.
OCT 02 1998
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

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All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

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All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

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If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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Information on Disability Access

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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 5, 1998
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Executive Session Meeting of September 21, 1998

Regular Meeting of September 21, 1998

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0563-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4043-98/99	Port of San Francisco	$125,238	To provide emergency engineering services for damage assessment and repair design for the historic Pier 43 ferry slip arch structure damaged by fire on July 14 1998.	Regular	12/31/98

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

(5) Appeal of the Human Resources Director's decision to approve the classification of eight positions resulting from the City-wide classification study of Information Systems positions. (File No. 0511-98-2)

September 21, 1998: Postpone to the meeting of October 5, 1998 at the request of Carolyn Haynes, Josephine Hicks, Judi Soto, and Jonathan Maine.

Recommendation: Adopt report. Deny the appeals of Carolyn Haynes, Josephine Hicks, Judi Soto, Jonathan Meine, William Flaherty, Rueben Sanchez, and Tzulin Linda Huang. Sustain the decision of the Human Resources Director.

(6) **Appeal of the examination results for Classes 5238 Associate Electrical Engineer, 5256 Mechanical Engineer, and 5258 Senior Mechanical Engineer. (File No. 0565-98-4)**

Recommendation: Adopt report. Deny the appeals of examination for classes 5238 Associate Electrical Engineer, 5256 Mechanical Engineer, 5258 Senior Mechanical Engineer.

(7) **Determination of the Timeliness of the Appeal by Dr. Michael Slade, of the Human Resources Director's decision to deny the request to extend his holdover status in Class 2458 Forensic Toxicologist. (File No. 0183-98-1)**

Recommendation: Adopt report. Sustain the Human Resources Director's decision to consider the appeal untimely.

(8) **Appeal by IFPTE Local 21 of the Human Resources Director's Decision to Deny the request to extend the duration of the Eligible List for Class 1684 Associate Auditor (List ID 20832, CPE-6). (File No. 0397-98-4)**

Recommendation: Adopt report. Deny appeal.

(9) **Approval of Exempt Appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter - Imposed "CAP."**

Recommendation: Adopt Human Resources Director's Report. Approve the exemption from Civil Service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(10) **Determination of future employability of Donna Sweeney, Transit Operator (Class 9163) Public Transportation Department. (File No. 0441-98-7)**

Recommendation of the Public Transportation Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of three (3) years work experience outside the City and County service. Must submit satisfactory evidence of completion of a substance abuse program. Cancel any current examination and eligibility status. No future employment with the Public Transportation Department.

(11) **Determination of future employability of Jasmin Dardon, Clerk (Class 1404) Department of Parking and Traffic. (File No. 0447-98-7)**

Recommendation of the Department of Parking and Traffic:

No future employment with the City and County of San Francisco.

(12) REQUESTS TO SPEAK

(13) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/98

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

ORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

SABELLA SAFONT
COMMISSIONER

KATE FAVETTI
XCUTIVE OFFICER

MINUTES

DOCUMENTS DEPT.
OCT 13 1998
SAN FRANCISCO
PUBLIC LIBRARY

Regular Meeting
October 5, 1998

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

CALL TO ORDER

2:30 p.m.

ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Executive Session Meeting of September 21, 1998

Action: Approve. (Vote of 4 to 0)

Regular Meeting of September 21, 1998

Action: Approve. (Vote of 4 to 0)

0183-98-1 Determination of the Timeliness of the Appeal by Dr. Michael Slade, of the Human Resources Director's decision to deny the request to extend his holdover status in Class 2458 Forensic Toxicologist. (Item No. 7)

Speakers: Pro: Gerry Redmond, Department of Human Resources
Con: David Clisham, Attorney

Action: Adopt report. Sustain the Human Resources Director's decision to consider the appeal untimely. (Vote of 3 to 1; Commissioner Kosturos dissents)

0397-98-4 Appeal by IFPTE Local 21 of the Human Resources Director's Decision to Deny the request to extend the duration of the Eligible List for Class 1684 Associate Auditor (List ID 20832, CPE-6). (Item No. 8)

Speakers: None.

Action: Postpone to the Meeting of October 19, 1998 at the request of Local 21. (Vote of 4 to 0)

0441-98-7 Determination of future employability of Donna Sweeney, Transit Operator (Class 9163) Public Transportation Department. (Item No. 10)

Speakers: Pro: Faith Van Putten, Public Transportation Department
Con: Steve McNichols, Attorney

Action: Approve the recommendation of the Public Transportation Department. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service. Must submit satisfactory evidence of completion of a substance abuse program. Cancel any current examination and eligibility status. No future employment with the Public Transportation Department. (Vote of 4 to 0)

0447-98-7 Determination of future employability of Jasmin Dardon, Clerk (Class 1404) Department of Parking and Traffic. (Item No. 11)

Speakers: None.

Action: Postpone to the meeting of October 19, 1998 at the request of the Department of Parking and Traffic. (Vote of 4 to 0)

0511-98-2 **Appeal of the Human Resources Director's decision to approve the classification of eight positions resulting from the City-wide classification study of Information Systems positions. (Item No. 5)**

September 21, 1998: Postpone to the meeting of October 5, 1998 at the request of Carolyn Haynes, Josephine Hicks, Judi Soto, and Jonathan Meine.

Speakers:

Pro: Rob Kellar, Department of Human Resources
Ed Colchado, Deputy Director, Department of Telecommunications and Information Services

Con: Phillip Monrad, Local 21 on behalf of Carolyn Haynes, Josephine Hicks, Judi Soto, Jonathan Meine, William Flaherty, and Rueben Sanchez.
Judi Soto
Rueben Sanchez
William Flaherty
Tzulin Linda Huang
Thomas Szeto, on behalf of Ms. Huang
Daniel Lara

Action: Adopt report. Deny the appeals of Daniel Lara, Carolyn Haynes, Josephine Hicks, Judi Soto, Jonathan Meine, William Flaherty, Rueben Sanchez, and Tzulin Linda Huang. Sustain the decision of the Human Resources Director. (Vote of 4 to 0)

0563-98-8 **Review of requests for approval of proposed personal services contracts. (Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4043-98/99	Port of San Francisco	$125,238	To provide emergency engineering services for damage assessment and repair design for the historic Pier 43 ferry slip arch structure damaged by fire on July 14 1998.	Regular	12/31/98

Speakers: None

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0564-98-1 Approval of Exempt Appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter - Imposed "CAP." (Item No. 9)

Speakers: Linda Marini, Department of Human Resources
Nancy Gonchar, Art Commission
Deputy Chief Patrick White, San Francisco Fire Department

Action: Postpone to the meeting of October 19, 1998. (Vote of 4 to 0)

0565-98-4 Appeal of the examination results for Classes 5238 Associate Electrical Engineer, 5256 Mechanical Engineer, and 5258 Senior Mechanical Engineer. (Item No. 6)

Speakers: Pro: Karen Taylor, Department of Human Resources
Con: David Clisham, Local 21
Mongkol Mahavongtrakul (spoke on the 5238 Associate Electrical Engineer Exam)
Henry Keith, (spoke on the 5238 Associate Electrical Engineer Exam)
Timothy Won, (spoke on the 5238 Associate Electrical Engineer Exam)
Yu Liou (spoke on 5256 Mechanical Engineer & 5258 Sr. Mechanical Engineer examinations)

Action: Adopt report. Deny the appeals of the examination for classes 5238 Associate Electrical Engineer. (Vote of 4 to 0)

Adopt report. Deny the appeals of the examination for classes 5256 Mechanical Engineer, 5258 Senior Mechanical Engineer. (Vote of 4 to 0)

REQUESTS TO SPEAK (Item No. 12)

The following individuals commented on the work performed by Workfare workers in a variety of City Departments including Recreation and Park, Public Works, Public Transportation Department, and San Francisco General Hospital.

1. R. G. Goudy
2. Willie Bergans
3. Steven Fuller
4. John Bergman
5. Lalo Sugura

REQUESTS TO SPEAK (continue)

6. Minna Harris
7. Ryan Worf
8. Robert Shirley
9. Jimmy Hayes
10. Whirlwind Dreamer
11. Ed Willard
12. Abdul Samad
13. Yolanda Catzalco
14. Ilana Berger

ADJOURNMENT (Item No. 13)

5:23 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
10/19/98

DOCUMENTS DEPT.
OCT 15 1998
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
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ADRIENNE PON
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SABELLA SAFONT
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

AGENDA

Regular Meeting
of
October 19, 1998

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

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Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 19, 1998
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of October 5, 1998

Regular Meeting of October 5, 1998

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0602-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2011-98/99	Public Health	$26,570,175	To provide one or a combination of services in the following areas: Comprehensive Primary/Clinical Health Care, TB/STD, Immunization, Breast & Cervical cancer screening, Training and Consultation, and Ancillary Health Care.	Continuing	12/31/02
4045-98/99	Art Commission	$65,000	To design, fabricate and transport artwork for the Martin Luther King, Jr. Pool Public Art Project and consultation to the General Contractor during installation.	Regular	09/30/99
4046-98/99	Airport Commission	$500,000	The proposed work is for the preparation of a Regional Airport Systems Analysis Study. This study will consider the regional impacts of SFO runway operations in relation to other regional airports.	Regular	12/31/99
4047-98/99	Mayor's Office	$150,000	To provide financial advisory services for San Bruno Jail Replacement Project. Services will include review of Request for Proposal (RFP), and preparation of RFP selection and scoring criteria.	Regular	06/30/01
4048-98/99	Juvenile Probation	$57,598	To teach residents of Log Cabin Ranch basic carpentry skills for pre-apprenticeship including the use of a hammer, saw, measuring tape, framing square, etc. Residents will learn structural work, framing of buildings and other craftsmanship skills.	Regular	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4049-98/99	Airport Commission	$72,500	To provide a graphical system for tracking land use compatibility with aircraft noise, primarily residential property within the 65 Community Noise Equivalent Level (CNEL) boundary, to facilitate compliance with California Noise Standards, Title 21.	Regular	12/31/99
4050-98/99	Police commission	$384,000	To maintain, upgrade and repair hardware, software and network components in support of SFPD 911 and dispatch operations; and coordinate and upgrade proprietary third-party disaster recovery and support service.	Regular	06/30/99
4052-98/99	Public Utilities Commission (Hetch Hetchy & Bureaus)	$5,000,000	To establish a pool of consultants to prepare environmental assessments for large PUC capital projects. In compliance with State and Federal law, the consultants will prepare environmental documentation required to allow the projects to proceed.	Regular	03/31/00
4053-98/99	Human Services	$72,900	To provide employment skills training for Employment Specialists and Eligibility Workers for CalWORKS and other public assistance programs for approximately 600 to 750 staff. The training also includes management skills workshops.	Regular	06/30/99
4044-98/99	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $20,000 New Amount $70,000	To clean up unsightly weeds and dense underbrush at and near reservoirs, right-of-ways, roadways and trails; conversion of fire breaks to fuel breaks, and maintenance of existing fuel breaks and other ground maintenance.	Regular	06/30/99
4051-98/99	Airport Commission	Increase Amount $50,000 New Amount $90,000	To assist the Airport in resolving noise mitigation issues by working with Roundtable members and San Mateo cities and communities.	Regular	11/30/98

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) **Certification of the Highest Prevailing Rate of Wages of the various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (File No. 0589-98-3)**

Recommendation: Adopt report; forward to the Board of Supervisors.

REGULAR AGENDA

(6) **Analysis of Workfare Assignments and Minimum Qualifications for Classes 7514 General Laborer, 2736 Porter, 2760 Laundry Worker and 9702 Transit Car Cleaner. (File No. 0611-98-1)**

Recommendation: Adopt report.

(7) **Appeal by Darcy Coles of the Human Resources Director's decision to Dismiss Discrimination Complaint. (File No. 0115-98-6)**

Recommendation: Adopt report. Deny appeal.

(8) **Appeal by IFPTE Local 21 of the Human Resources Director's Decision to Deny the request to extend the duration of the Eligible List for Class 1684 Associate Auditor (List ID 20832, CPE-6). (File No. 0397-98-4)**

Recommendation: Adopt report. Deny appeal.

(9) **Request for a closed session by James A. Richards on his appeal of the Background Rejection for Class Q-2 Police Officer, San Francisco Police Department. (File No. 0593-98-4)**

Recommendation: Open for discussion.

(10) **Appeal by James A. Richards of Background Rejection for Class Q-2 Police Officer, San Francisco Police Department. (File No. 0074-98-4)**

Recommendation: Adopt report. Deny appeal.

(11) **Approval of Exempt Appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-Imposed "CAP." (File No. 0614-98-1)**

Recommendation: Adopt Human Resources Director's Report. Approve the exemption from Civil Service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) Appeal of Automatic Resignation of Norma Watson, Registered Nurse (Class 2320), Department of Public Health. (File No. 0263-98-7)

July 20, 1998: Off calendar until documents are obtained and reviewed by Department of Public Health. Department of Public Health to notify the Executive Officer when ready to proceed.

August 17, 1998: Postpone to the meeting of September 21, 1998 at the request of Ms. Watson's attorney.

September 21, 1998: Postpone to the meeting of October 19, 1998 at the request of Ms. Watson's attorney Geoffrey White.

Recommendation of the Department of Public Health:

Approve automatic resignation. No restrictions on future employment with the City and County service.

(13) Determination of future employability of Jasmin Dardon, Clerk (Class 1404) Department of Parking and Traffic. (File No. 0447-98-7)

September 21, 1998: Postpone to the meeting of October 19, 1998 at the request of the Department of Parking and Traffic.

Recommendation of the Department of Parking and Traffic:

No future employment with the City and County of San Francisco.

(14) Determination of future employability of Alfred A. Jaime, General Laborer (Class 7514) Department of Public Works. (File No. 0544-98-7)

Recommendation of the Department of Public Works:

Approve automatic resignation. Cancel all current examination and eligibility status. Future employment must be reviewed and approved by the Human Resources Director after one (1) year of satisfactory work experience outside the City and County service. No future employment with the Department of Public Works.

(15) Determination of future employability of Sally Sam, Senior Clerk Typist (Class 1426) San Francisco Unified School District. (File No. 0553-98-7)

Recommendation of the San Francisco Unified School District:

Approve staff report. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service. No future employment with the San Francisco Unified School District.

HUMAN RESOURCES DIRECTOR'S REPORT

(16) Report of Exempt Positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0612-98-1)

(17) Progress Report on Class Consolidation Project. (File No. 0613-98-1)

(18) REQUESTS TO SPEAK

(19) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/98

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

SABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

Regular Meeting
October 19, 1998

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

CALL TO ORDER

2:18 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Excused
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

DOCUMENTS DEPT.
OCT 26 1998
SAN FRANCISCO
PUBLIC LIBRARY

MINUTES

Special Meeting of October 5, 1998

Action: Approve. (Vote of 4 to 0)

Regular Meeting of October 5, 1998

Action: Approve. (Vote of 4 to 0)

0074-98-4 Appeal by James A. Richards of Background Rejection for Class Q-2 Police Officer, San Francisco Police Department. (Item No. 10)

Speakers: Pro: Lt. Alan Mould, San Francisco Police Department
Gary Manini, San Francisco Police Department
Con: Mark Days
James Richards

Action: Deny report. Grant appeal. (Vote of 3 to 0)

0115-98-6 Appeal by Darcy Coles of the Human Resources Director's decision to Dismiss Discrimination Complaint. (Item No. 7)

August 17, 1998: Postpone to the meeting of October 5, 1998 at the request of Mr. Coles.

Action: Postpone to the meeting of November 2, 1998 at the request of Mr. Coles attorney Steven McNichols. (Vote of 4 to 0)

0263-98-7 Appeal of Automatic Resignation of Norma Watson, Registered Nurse (Class 2320), Department of Public Health. (Item No. 12)

July 20, 1998: Off calendar until documents are obtained and reviewed by Department of Public Health. Department of Public Health to notify the Executive Officer when ready to proceed.

August 17, 1998: Postpone to the meeting of September 21, 1998 at the request of Ms. Watson.

September 21, 1998: Postpone to the meeting of October 19, 1998 at the request of Ms. Watson's attorney Geoffrey White.

Speakers: Pro: Michael L. Brown, SFGH/DPH
Rebecca Liu, City Attorney
Con: Geoffrey White, Attorney

Action: Approve recommendation of Department of Public Health. Approve automatic resignation. No restrictions on future employment with the City and County service. (Vote of 4 to 0)

0397-98-4 Appeal by IFPTE Local 21 of the Human Resources Director's Decision to Deny the request to extend the duration of the Eligible List for Class 1684 Associate Auditor (List ID 20832, CPE-6). (Item No. 8)

October 5, 1998: Postpone to the Meeting of October 19, 1998 at the request of Local 21.

Speakers:
Pro: Gerry Redmond, Department of Human Resources
Con: None.

Action: Adopt report. Deny appeal. (Vote of 4 to 0)

0447-98-7 Determination of future employability of Jasmin Dardon, Clerk (Class 1404) Department of Parking and Traffic. (Item No. 13)

October 5, 1998: Postpone to the meeting of October 19, 1998 at the request of the Department of Parking and Traffic.

Speakers:
Pro: Kathy Murray, Department of Parking and Traffic
Con: Patti Tamura, SEIU
Jasmin Dardon

Action: Continue to the meeting of November 2, 1998. (Vote of 4 to 0)

0544-98-7 Determination of future employability of Alfred A. Jaime, General Laborer (Class 7514) Department of Public Works. (Item No. 14)

Action: Postpone to meeting of November 2, 1998 at the request of Tom Harrison, Local 261. (Vote of 4 to 0)

0553-98-7 Determination of future employability of Sally Sam, Senior Clerk Typist (Class 1426) San Francisco Unified School District. (Item No. 15)

Speakers:
Pro: Candace Kronick, SFUSD
Con: Patti Tamura, SEIU
Sally Sam

Action: Approve the recommendation of the San Francisco Unified School District. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service. No future employment with the San Francisco Unified School District. (Vote of 4 to 0)

0589-98-3 **Certification of the Highest Prevailing Rate of Wages of the various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 5)**

Speakers: None.

Action: Adopt report; forward to the Board of Supervisors. (Vote of 4 to 0)

0593-98-4 **Request for a closed session by James A. Richards on his appeal of the Background Rejection for Class Q-2 Police Officer, San Francisco Police Department.) (Item No. 9)**

Action: Approved. Hear item out of order - following the Employee Separations Agenda. (Vote of 4 to 0)

0602-98-8 **Review of requests for approval of proposed personal services contracts. (Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2011-98/99	Public Health	$26,570,175	To provide one or a combination of services in the following areas: Comprehensive Primary/Clinical Health Care, TB/STD, Immunization, Breast & Cervical cancer screening, Training and Consultation, and Ancillary Health Care.	Continuing	12/31/02
4045-98/99	Art Commission	$65,000	To design, fabricate and transport artwork for the Martin Luther King, Jr. Pool Public Art Project and consultation to the General Contractor during installation.	Regular	09/30/99
4046-98/99	Airport Commission	$500,000	The proposed work is for the preparation of a Regional Airport Systems Analysis Study. This study will consider the regional impacts of SFO runway operations in relation to other regional airports.	Regular	12/31/99
4047-98/99	Mayor's Office	$150,000	To provide financial advisory services for San Bruno Jail Replacement Project. Services will include review of Request for Proposal (RFP), and preparation of RFP selection and scoring criteria.	Regular	06/30/01
4048-98/99	Juvenile Probation	$57,598	To teach residents of Log Cabin Ranch basic carpentry skills for pre-apprenticeship including the use of a hammer, saw, measuring tape, framing square, etc. Residents will learn structural work, framing of buildings and other craftsmanship skills.	Regular	06/30/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4049-98/99	Airport Commission	$72,500	To provide a graphical system for tracking land use compatibility with aircraft noise, primarily residential property within the 65 Community Noise Equivalent Level (CNEL) boundary, to facilitate compliance with California Noise Standards, Title 21.	Regular	12/31/99
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4053-98/99	Human Services	$72,900	To provide employment skills training for Employment Specialists and Eligibility Workers for CalWORKS and other public assistance programs for approximately 600 to 750 staff. The training also includes management skills workshops.	Regular	06/30/99
4044-98/99	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $20,000 New Amount $70,000	To clean up unsightly weeds and dense underbrush at and near reservoirs, right-of-ways, roadways and trails; conversion of fire breaks to fuel breaks, and maintenance of existing fuel breaks and other ground maintenance.	Regular	06/30/99
4051-98/99	Airport Commission	Increase Amount $50,000 New Amount $90,000	To assist the Airport in resolving noise mitigation issues by working with Roundtable members and San Mateo cities and communities.	Regular	11/30/98

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0611-98-1 Analysis of Workfare Assignments and Minimum Qualifications for Classes 7514 General Laborer, 2736 Porter, 2760 Laundry Worker and 9702 Transit Car Cleaner. (Item No. 6)

Speakers: Pro: Andrea Gourdine, Human Resources Director
Michael Josepher, Department of Human Services

Con: Steve Williams, Director, POWER
R. G. Goudy
Ryan Worf
Timmy Hayes
Tamara Holleyfield
Robert Shirley
John Bergman
Harold Bell
Prince Bush
Yolanda Catzalco
Francisco Morales
Arturo Juarez
Steven Fuller
Julia Greenfield, Lawyers' Committee for Civil Rights
Steven Bingham, National Center for Youth Law & Ethical Welfare Reform
Jo Hirschmann
Emma Harris
Ed Willard
Tiny, POOR Magazine
Patti Tamura, SEIU
Khalil Abdus-Samad
Ilana Burger

Action: Adopt report. (Vote of 4 to 0)

0614-98-1 Approval of Exempt Appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-Imposed "CAP." (Item No. 11)

Speakers: Pro: Linda Marini, Department of Human Resources
Binnie Singh, San Francisco Fire Department

Action: Adopt Human Resources Director's Report. Approve the exemption from Civil Service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT

0612-98-1 **Report of Exempt Positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 16)**

Action: Report received; file.

0613-98-1 **Progress Report on Class Consolidation Project. (Item No. 17)**

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 18)

Michael Charles Adams thanked Civil Service Commission for its patience and understanding when hearing workfare workers concerns.

ADJOURNMENT (Item No. 19)

5:10 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
11/2/98

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

SABELLA SAFONT
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

AGENDA

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

**Regular Meeting
of
November 2, 1998**

**Room 428
Veterans Building, 401 Van Ness Avenue**

DOCUMENTS DEPT.
OCT 29 1998
SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

REQUESTS TO SPEAK

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 2, 1998
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of October 19, 1998

Regular Meeting of October 19, 1998

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(4) COMMENDATION

Commendation for Vicki Clayton, Deputy City Attorney, City Attorney's Office, for her outstanding service to the Civil Service Commission. (File No. 0650-98-1)

Recommendation: Adopt.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

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(5) Review of requests for approval of proposed personal services contracts. (File No. 0646-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2012-98/99	Retirement System	$100,000	To direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio. Amount of assets to be determined by the Retirement Board in accordance with demonstrated investment performance.	Continuing	06/30/99
2013-98/99	Retirement System	$500,000	To direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio. Amount of assets to be determined by the Retirement Board in accordance with demonstrated investment performance.	Continue	06/30/99
4054-98/99	Controller	$2,000,000	To perform an audit and report on the financial statements of the San Francisco Public Transportation Commission, the San Francisco Water Department and Hetch Hetchy Project, and the S.F. Clean Water Project	Regular	06/30/01
4055-98/99	Airport Commission	$1,500,000	To provide tenant outreach , leasing, and management services for food and beverage program in the New International Terminal.	Regular	04/01/00
4056-98/99	Public Health	$1,900,000	To provide supportive housing services, including property management services for chronically homeless adults in San Francisco. Contractor will be responsible for master leases on various, multi-unit residential sites in targeted neighborhoods.	Regular	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4057-98/99	Public Health	Contingency Fees	To provide Community Health Network staff the ability to prepare, edit, correct and submit Medi-Cal, Medicare, and Commercial Insurance claims "on-line" to third party payors.	Regular	06/30/03
4059-98/99	Retirement System	$150,000	To provide actuarial services for the Retirement System	Regular	06/30/99
4060-98/99	Adult Probation	$299,439	To provide the following services for the Criminal Justice Treatment Grant for Women: staffing for the Project Director, Project Staff Assistant, Clinical Assessor, and other designated positions.	Regular	09/30/99
4061-98/99	Public Works	$755,000	To provide architectural and engineering consultant services to develop the Criteria Package that will be issued to developers to build a new Ambulatory Care and Research Center at San Francisco General Hospital Medical Center.	Regular	11/30/03
387-94/95	Public Utilities Commission (Water)	Increase Amount $330,000 New Amount $4,040,058	To provide professional services to complete the documentation and processing of the Bernal Property land use and development entitlements in the City of Pleasanton and provide support for the disposition of the property.	Regular	06/30/99
4058-98/99	District Attorney	Increase Amount $40,000 New Amount $60,000	To operate the Early Intervention Prostitution Program (EIPP). This diversion-model program provides specialized services, referrals, and education to eligible prostitutes so they will not continue to engage in prostitution.	Regular	06/30/99

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(6) Request to extend Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules. (File No. 0648-98-5)

Recommendation: Direct the Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through June 30, 1999.

REGULAR AGENDA

(7) Appeal by Darcy Coles of the Human Resources Director's decision to Dismiss Discrimination Complaint. (File No. 0115-98-6)

August 17, 1998: Postpone to the Meeting of October 5, 1998 at the request of Mr. Coles.

October 19, 1998: Postpone to the Meeting of November 2, 1998 at the request of Mr. Coles attorney Steven McNichols.

Recommendation: Adopt report. Deny appeal.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(8) Determination of future employability of Jasmin Dardon, Clerk (Class 1404) Department of Parking and Traffic. (File No. 0447-98-7)

September 21, 1998: Postpone to the meeting of October 19, 1998 at the request of the Department of Parking and Traffic.

October 5, 1998: Postpone to the meeting of October 19, 1998 at the request of the Department of Parking and Traffic.

October 19, 1998: Continue to the meeting of November 2, 1998.

Recommendation of the Department of Parking and Traffic:

No future employment with the City and County of San Francisco.

(9) Determination of future employability of Chester Hixon, Storekeeper (Class 1934) Public Utilities Commission. (File No. 0504-98-7)

Recommendation of the Public Utilities Commission:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City and County service. No future employment with the Public Utilities Commission.

(10) Determination of future employability of Alfred A. Jaime, General Laborer (Class 7514) Department of Public Works. (File No. 0544-98-7)

October 19, 1998: Postpone to the meeting of November 2, 1998 at the request of Tom Harrison, Local 261.

Recommendation of the Department of Public Works:

Approve automatic resignation. Cancel all current examination and eligibility status. Future employment must be reviewed and approved by the Human Resources Director after one (1) year of satisfactory work experience outside the City and County service. No future employment with the Department of Public Works.

(11) Determination of future employability of Barbara Draper, Senior Clerk Typist (Class 1426) San Francisco Police Department. (File No. 0580-98-7)

Recommendation of the San Francisco Police Department:

Approve staff report. No future employment with the San Francisco Police Department.

(12) EXECUTIVE OFFICER'S REPORT

Civil Service Commission Activities from July 1st through September 30, 1998. (File No. 0651-98-1)

(13) REQUESTS TO SPEAK

(14) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/98

ADRIENNE PON
PRESIDENT

AREN CLOPTON
VICE PRESIDENT

RGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ABELLA SAFONT
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

MINUTES

Regular Meeting
November 2, 1998

DOCUMENTS DEPT.
NOV 06 1998
SAN FRANCISCO
PUBLIC LIBRARY

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

CALL TO ORDER

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

2:13 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present (missed items 11, 12, 13 & 14)
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Excused

Commissioner Pon presided.

MINUTES

Special Meeting of October 19, 1998

Action: Approve. (Vote of 4 to 0)

Regular Meeting of October 19, 1998

Action: Approve. (Vote of 4 to 0)

COMMENDATION

Commendation for Vicki Clayton, Deputy City Attorney, City Attorney's Office, for her outstanding service to the Civil Service Commission.

Action: Approve. (Vote of 4 to 0).

0115-98-6 Appeal by Darcy Coles of the Human Resources Director's decision to Dismiss Discrimination Complaint. (Item No. 7)

August 17, 1998: Postpone to the Meeting of October 5, 1998 at the request of Mr. Coles.

October 19, 1998: Postpone to the Meeting of November 2, 1998 at the request of Mr. Coles attorney Steven McNichols.

Speakers:
Pro: Deborah Quinn-Carpenter, Public Transportation Department
Nancy Whelan, Public Transportation Department
Con: Steven McNichols

Action: Off calendar pending receipt of information requested by the Commission from the Public Transportation Department.

0447-98-7 Determination of future employability of Jasmin Dardon, Clerk (Class 1404) Department of Parking and Traffic. (Item No. 8)

October 5, 1998: Postpone to the meeting of October 19, 1998 at the request of the Department of Parking and Traffic.

October 19, 1998: Continue to the meeting of November 2, 1998.

Speakers: None.

Action: Postpone to the meeting of November 16, 1998 at the request of Local 790. (Vote of 4 to 0)

0504-98-7 Determination of future employability of Chester Hixon, Storekeeper (Class 1934) Public Utilities Commission. (Item No. 9)

Speakers: None.

Action: Postpone to the meeting of November 16, 1998 at the request of Local 790. (Vote of 4 to 0)

0544-98-7 **Determination of future employability of Alfred A. Jaime, General Laborer (Class 7514) Department of Public Works. (Item No. 10)**

October 19, 1998: Postpone to the meeting of November 2, 1998 at the request of Tom Harrison, Local 261.

Speakers: None.

Action: Postpone to the meeting of November 16, 1998 at the request of the Department of Public Works.
(Vote of 4 to 0)

0580-98-7 **Determination of future employability of Barbara Draper, Senior Clerk Typist (Class 1426) San Francisco Police Department. (Item No. 11)**

Speakers: Pro: Lt. Alan Mould, San Francisco Police Department
Con: Barbara Draper

Action: Approve staff report. No future employment with the San Francisco Police Department. (Vote of 3 to 0)

0646-98-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2012-98/99	Retirement System	$100,000	To direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio. Amount of assets to be determined by the Retirement Board in accordance with demonstrated investment performance.	Continuing	06/30/99
2013-98/99	Retirement System	$500,000	To direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio. Amount of assets to be determined by the Retirement Board in accordance with demonstrated investment performance.	Continue	06/30/99
4054-98/99	Controller	$2,000,000	To perform an audit and report on the financial statements of the San Francisco Public Transportation Commission, the San Francisco Water Department and Hetch Hetchy Project, and the S.F. Clean Water Project	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4055-98/99	Airport Commission	$1,500,000	To provide tenant outreach , leasing, and management services for food and beverage program in the New International Terminal.	Regular	04/01/00
4056-98/99	Public Health	$1,900,000	To provide supportive housing services, including property management services for chronically homeless adults in San Francisco. Contractor will be responsible for master leases on various, multi-unit residential sites in targeted neighborhoods.	Regular	06/30/00
4057-98/99	Public Health	Contingency Fees	To provide Community Health Network staff the ability to prepare, edit, correct and submit Medi-Cal, Medicare, and Commercial Insurance claims "on-line" to third party payors.	Regular	06/30/03
4059-98/99	Retirement System	$150,000	To provide actuarial services for the Retirement System	Regular	06/30/99
4060-98/99	Adult Probation	$299,439	To provide the following services for the Criminal Justice Treatment Grant for Women: staffing for the Project Director, Project Staff Assistant, Clinical Assessor, and other designated positions.	Regular	09/30/99
4061-98/99	Public Works	$755,000	To provide architectural and engineering consultant services to develop the Criteria Package that will be issued to developers to build a new Ambulatory Care and Research Center at San Francisco General Hospital Medical Center.	Regular	11/30/03
387-94/95	Public Utilities Commission (Water)	Increase Amount $330,000 New Amount $4,040,058	To provide professional services to complete the documentation and processing of the Bernal Property land use and development entitlements in the City of Pleasanton and provide support for the disposition of the property.	Regular	06/30/99
4058-98/99	District Attorney	Increase Amount $40,000 New Amount $60,000	To operate the Early Intervention Prostitution Program (EIPP). This diversion-model program provides specialized services, referrals, and education to eligible prostitutes so they will not continue to engage in prostitution.	Regular	06/30/99

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0648-98-5 Request to extend Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules. (Item No. 6)

Speakers:	None.
Action:	Direct the Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through June 30, 1999. (Vote of 4 to 0)

EXECUTIVE OFFICER'S REPORT

0651-98-1 Civil Service Commission Activities from July 1st through September 30, 1998. (Item No. 12)

Action:	Report received; file.

REQUESTS TO SPEAK (Item No. 13)

Jesus Gumban updated the Commission of his court hearing held on September 28, 1998.

ADJOURNMENT (Item No. 14)

3:21 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

/98

ORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

R SABELLA SAFONT
COMMISSIONER

KATE FAVETTI
XCUTIVE OFFICER

AGENDA

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

Regular Meeting
of
November 16, 1998

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

DOCUMENTS DEPT.
NOV 13 1998
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area. The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 16, 1998
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of November 2, 1998

Regular Meeting of November 2, 1998

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0679-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2014-98/99	Human Services	$62,500	To provide training to mandated child abuse reporters and community members about child abuse, child abuse reporting, and prevention. In addition to formal training and specialized workshops, this may include outreach into the schools.	Continuing	09/30/00
4063-98/99	Public Health	$25,878,880	To provide, implement and maintain clinical/financial/managed care software applications. In addition, provide remote data processing capabilities for healthcare data exchange required to link all provider sites.	Regular	06/30/04
4064-98/99	Public Health	$140,000	To provide ophthalmology services to patients of Laguna Honda Hospital. Services will include twice weekly clinics for screening, evaluation, medical management of eye problems, referral for surgery, and post operative follow-up.	Regular	12/31/02
4065-98/99	Airport Commission	$200,000	To conduct nationwide search of senior executives/managers for positions associated with Airport expansion. The executive search will be performed through computer networking, aviation business journals and through contacts with Airport executives.	Regular	11/10/99
4066-98/99	Airport Commission	$1,595,000	To evaluate on-Airport hotel financing alternatives, advise on the timing and structure of the financing, and assist in the preparation of the financing documents. In addition, identify, evaluate and analyze Airport Commission bond refunding alternatives.	Regular	12/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4067-98/99	Public Works	$100,000	To provide specialized interim services for the Recreation & Parks Department and the Port in oversight of dredging operations. Services include planning, developing and reviewing sampling plans and hydrographic surveys.	Regular	12/30/99
4068-98/99	Telecommunication & Information Services	$140,000	To provide the City with technical expertise, and assistance in developing a telecommunications plan for the City.	Regular	06/30/99
4069-98/99	Human Services	$118,667	To educate PAES clients about their rights and responsibilities; mediate between DHS and clients; participate on oversight Grievance Committee; and represent clients through grievance process.	Regular	06/30/00
4070-98/99	Mayor's Criminal Justice Council	$200,000	To process payroll information and issue paychecks to youth employees who work at various non-profit agencies.	Regular	06/30/00
4000-98/99	Treasurer - Tax Collector	Increase Amount $228,000 New Amount $653,000	To replace the current remittance processing and cashiering system that is out of warranty, obsolete or beyond repair with more efficient technology that will be Year 2000 compliant.	Regular	02/28/99
4062-98/99	Airports Commission	Increase Amount $49,920 New Amount $99,645	To interview Airport personnel to identify Airport systems and equipment that requires Year 2000 certification, and prepare Year 2000 Risk Assessment report and recommendations.	Regular	01/31/99

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) Commendation for Marsha J. Ramirez, upon her retirement from the Department of Human Resources. (File No. 0683-98-1)

Recommendation: Adopt.

(6) **Determination of future employability of Carolyn Reilly, Class 9155 Claims Investigator. (File No. 0684-98-7)**

Recommendation: Adopt report.

REGULAR AGENDA

(7) **Approval of Exempt Appointments under Charter Section 10.104-1 through 10/104-12 which Exceed the Charter-Imposed "Cap." (File No. 0685-98-1)**

Recommendation: Adopt Human Resources Director's Report. Approve the Exemption from Civil Service of those Positions Identified in the report as authorized by Charter Section 10.104-1 through 10.104-12.

(8) **Appeal by Joseph Daniel Hook of Background Rejection for Class 8302 Deputy Sheriff I, San Francisco Sheriff Department. (File No. 0455-97-4)**

Recommendation: Adopt report. Deny appeal. Sustain the decision of the Sheriff.

(9) **Appeal of the decision of the Human Resources Director to Amend the Class Specification for 8444 Deputy Probation Officer and Appeal of the Terms of the Examination Announcement for 8444 Deputy Probation Officer. (File No. 0294-98-2)**

Recommendation: Deny the appeal of the Class Specification and the Terms of the Examination Announcement for Class 8444 Deputy Probation Officer by the Probation Officers Association.

(10) **Appeal by Smita Patel of the Human Resources Director's finding evidence to sustain a charge of Discrimination Complaint. (File No. 0598-98-6)**

Recommendation: Deny appeal. Uphold the Human Resources Director's decision.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) Determination of future employability of Lorna Sumaraga, Health Worker (Class 2586) Department of Public Health. (File No. 0498-97-7)

Recommendation of the Department of Public Health:

No future employment with the Department of Public Health.

(12) Determination of future employability of Jasmin Dardon, Clerk (Class 1404) Department of Parking and Traffic. (File No. 0447-98-7)

September 21, 1998: Postpone to the meeting of October 19, 1998 at the request of the Department of Parking and Traffic.

October 5, 1998: Postpone to the meeting of October 19, 1998 at the request of the Department of Parking and Traffic.

October 19, 1998: Continue to the meeting of November 2, 1998.

November 2, 1998: Postpone to the meeting of November 16, 1998 at the request of Local 790.

Recommendation of the Department of Parking and Traffic:

No future employment with the City and County of San Francisco.

(13) Determination of future employability of Chester Hixon, Storekeeper (Class 1934) Public Utilities Commission. (File No. 0504-98-7)

November 2, 1998: Postpone to the meeting of November 16, 1998 at the request of Local 790.

Recommendation of the Public Utilities Commission:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City and County service. No future employment with the Public Utilities Commission.

(14) Determination of future employability of Alfred A. Jaime, General Laborer (Class 7514) Department of Public Works. (File No. 0544-98-7)

October 19, 1998: Postpone to the meeting of November 2, 1998 at the request of Tom Harrison, Local 261.

November 2, 1998: Postpone to the meeting of November 16, 1998 at the request of the Department of Public Works.

Recommendation of the Department of Public Works:

Approve automatic resignation. Cancel all current examination and eligibility status. Future employment must be reviewed and approved by the Human Resources Director after one (1) year of satisfactory work experience outside the City and County service. No future employment with the Department of Public Works.

HUMAN RESOURCES DIRECTOR'S REPORT

(15) Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0686-98-1)

(16) Progress report on Class Consolidation Project. (File No. 0687-98-1)

(17) REQUESTS TO SPEAK

(18) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

./98

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

OSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

MINUTES

Regular Meeting
November 16, 1998

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

DOCUMENTS DEPT.
NOV 2 0 1998
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER AND ROLL CALL

This meeting was canceled due to a lack of a quorum; all items of business postponed to a future meeting.

MINUTES

Special Meeting of November 2, 1998

Regular Meeting of November 2, 1998

Action: Postpone to the meeting of December 7, 1998.

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

0294-98-2 **Appeal of the decision of the Human Resources Director to Amend the Class Specification for 8444 Deputy Probation Officer and Appeal of the Terms of the Examination Announcement for 8444 Deputy Probation Officer. (Item No. 9)**

Action: Postpone to the meeting of December 7, 1998 at the request of Chris Burdick.

0447-98-7 **Determination of future employability of Jasmin Dardon, Clerk (Class 1404) Department of Parking and Traffic. (Item No. 12)**

September 21, 1998: Postpone to the meeting of October 19, 1998 at the request of the Department of Parking and Traffic.

October 5, 1998: Postpone to the meeting of October 19, 1998 at the request of the Department of Parking and Traffic.

October 19, 1998: Continue to the meeting of November 2, 1998.

November 2, 1998: Postpone to the meeting of November 16, 1998 at the request of Local 790.

Action: Postpone to the meeting of December 7, 1998.

0455-97-4 **Appeal by Joseph Daniel Hook of Background Rejection for Class 8302 Deputy Sheriff I, San Francisco Sheriff Department. (Item No. 8)**

Action: Postpone to the meeting of December 7, 1998.

0498-97-7 **Determination of future employability of Lorna Sumaraga, Health Worker (Class 2586) Department of Public Health. (Item No. 11)**

Action: Postpone to the meeting of January 4, 1999 at the request of Tod Cochran.

0504-98-7 **Determination of future employability of Chester Hixon, Storekeeper (Class 1934) Public Utilities Commission. (Item No. 13)**

November 2, 1998: Postpone to the meeting of November 16, 1998 at the request of Local 790.

Action: Postpone to the meeting of December 7, 1998 at the request of Local 790.

0544-98-7 Determination of future employability of Alfred A. Jaime, General Laborer (Class 7514) Department of Public Works. (Item No. 14)

October 19, 1998: Postpone to the meeting of November 2, 1998 at the request of Tom Harrison, Local 261.

November 2, 1998: Postpone to the meeting of November 16, 1998 at the request of the Department of Public Works.

Action: Postpone to the meeting of December 7, 1998 at the request of the Department of Public Works.

0598-98-6 Appeal by Smita Patel of the Human Resources Director's finding evidence to sustain a charge of Discrimination Complaint. (Item No. 10)

Action: Postpone to the meeting of February 1, 1999 at the request of Ms. Patel.

0679-98-8 Review of requests for approval of proposed personal services contracts. (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2014-98/99	Human Services	$62,500	To provide training to mandated child abuse reporters and community members about child abuse, child abuse reporting, and prevention. In addition to formal training and specialized workshops, this may include outreach into the schools.	Continuing	09/30/00
4063-98/99	Public Health	$25,878,880	To provide, implement and maintain clinical/financial/managed care software applications. In addition, provide remote data processing capabilities for healthcare data exchange required to link all provider sites.	Regular	06/30/04
4064-98/99	Public Health	$140,000	To provide ophthalmology services to patients of Laguna Honda Hospital. Services will include twice weekly clinics for screening, evaluation, medical management of eye problems, referral for surgery, and post operative follow-up.	Regular	12/31/02
4065-98/99	Airport Commission	$200,000	To conduct nationwide search of senior executives/managers for positions associated with Airport expansion. The executive search will be performed through computer networking, aviation business journals and through contacts with Airport executives.	Regular	11/10/99

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4066-98/99	Airport Commission	$1,595,000	To evaluate on-Airport hotel financing alternatives, advise on the timing and structure of the financing, and assist in the preparation of the financing documents. In addition, identify, evaluate and analyze Airport Commission bond refunding alternatives.	Regular	12/30/02
4067-98/99	Public Works	$100,000	To provide specialized interim services for the Recreation & Parks Department and the Port in oversight of dredging operations. Services include planning, developing and reviewing sampling plans and hydrographic surveys.	Regular	12/30/99
4068-98/99	Telecommunication & Information Services	$140,000	To provide the City with technical expertise, and assistance in developing a telecommunications plan for the City.	Regular	06/30/99
4069-98/99	Human Services	$118,667	To educate PAES clients about their rights and responsibilities; mediate between DHS and clients; participate on oversight Grievance Committee; and represent clients through grievance process.	Regular	06/30/00
4070-98/99	Mayor's Criminal Justice Council	$200,000	To process payroll information and issue paychecks to youth employees who work at various non-profit agencies.	Regular	06/30/00
4000-98/99	Treasurer - Tax Collector	Increase Amount $228,000 New Amount $653,000	To replace the current remittance processing and cashiering system that is out of warranty, obsolete or beyond repair with more efficient technology that will be Year 2000 compliant.	Regular	02/28/99
4062-98/99	Airports Commission	Increase Amount $49,920 New Amount $99,645	To interview Airport personnel to identify Airport systems and equipment that requires Year 2000 certification, and prepare Year 2000 Risk Assessment report and recommendations.	Regular	01/31/99

Action: Postpone to the meeting of December 7, 1998.

0683-98-1 Commendation for Marsha J. Ramirez, upon her retirement from the Department of Human Resources. (Item No. 5)

Action: Postpone to the meeting of December 7, 1998.

0684-98-7 Determination of future employability of Carolyn Reilly, Class 9155 Claims Investigator. (Item No. 6)

Action: Postpone to the meeting of December 7, 1998.

0685-98-1 **Approval of Exempt Appointments under Charter Section 10.104-1 through 10.104-12 which Exceed the Charter-Imposed "Cap." (Item No. 7)**

Action: Postpone to the special meeting of November 19, 1998.

HUMAN RESOURCES DIRECTOR'S REPORT

0686-98-1 **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 15)**

Action: Postpone to the meeting of December 7, 1998.

0687-98-1 **Progress report on Class Consolidation Project. (Item No. 16)**

Action: Postpone to the meeting of December 7, 1998.

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CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

AGENDA

Regular Meeting of December 7, 1998

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area. The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 7, 1998
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Special Meeting of November 2, 1998

Regular Meeting of November 2, 1998

Regular Meeting of November 16, 1998

Special Meeting of November 19, 1998

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0679-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2014-98/99	Human Services	$62,500	To provide training to mandated child abuse reporters and community members about child abuse, child abuse reporting, and prevention. In addition to formal training and specialized workshops, this may include outreach into the schools.	Continuing	09/30/00
4063-98/99	Public Health	$25,878,880	To provide, implement and maintain clinical/financial/managed care software applications. In addition, provide remote data processing capabilities for healthcare data exchange required to link all provider sites.	Regular	06/30/04
4064-98/99	Public Health	$140,000	To provide ophthalmology services to patients of Laguna Honda Hospital. Services will include twice weekly clinics for screening, evaluation, medical management of eye problems, referral for surgery, and post operative follow-up.	Regular	12/31/02
4065-98/99	Airport Commission	$200,000	To conduct nationwide search of senior executives/managers for positions associated with Airport expansion. The executive search will be performed through computer networking, aviation business journals and through contacts with Airport executives.	Regular	11/10/99
4066-98/99	Airport Commission	$1,595,000	To evaluate on-Airport hotel financing alternatives, advise on the timing and structure of the financing, and assist in the preparation of the financing documents. In addition, identify, evaluate and analyze Airport Commission bond refunding alternatives.	Regular	12/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4067-98/99	Public Works	$100,000	To provide specialized interim services for the Recreation & Parks Department and the Port in oversight of dredging operations. Services include planning, developing and reviewing sampling plans and hydrographic surveys.	Regular	12/30/99
4068-98/99	Telecommunication & Information Services	$140,000	To provide the City with technical expertise, and assistance in developing a telecommunications plan for the City.	Regular	06/30/99
4069-98/99	Human Services	$118,667	To educate PAES clients about their rights and responsibilities; mediate between DHS and clients; participate on oversight Grievance Committee; and represent clients through grievance process.	Regular	06/30/00
4070-98/99	Mayor's Criminal Justice Council	$200,000	To process payroll information and issue paychecks to youth employees who work at various non-profit agencies.	Regular	06/30/00
4000-98/99	Treasurer - Tax Collector	Increase Amount $228,000 New Amount $653,000	To replace the current remittance processing and cashiering system that is out of warranty, obsolete or beyond repair with more efficient technology that will be Year 2000 compliant.	Regular	02/28/99
4062-98/99	Airports Commission	Increase Amount $49,920 New Amount $99,645	To interview Airport personnel to identify Airport systems and equipment that requires Year 2000 certification, and prepare Year 2000 Risk Assessment report and recommendations.	Regular	01/31/99

November 16, 1998: Postpone to the meeting of December 7, 1998.

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0727-98-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2015-98/99	Public Health	$19,999,825	To provide HIV Prevention program services to the residents of San Francisco	Continuing	12/31/03
4072-98/99	Port	$80,000	To prepare an interpretative signage program for the Fisherman's Wharf area and provide the Port with approximately 30 fabricated signage panels.	Regular	02/29/00
4073-98/99	City Administrator's Office	$240,000	To provide technical assistance on and implementation of recycling programs for SF businesses and City government facilities to reduce waste.	Regular	12/31/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4074-98/99	Public Works	$2,500,000	To provide expert Geographic Information Services (GIS) and digital mapping advice, deploy GIS mapping technology projects and provide GIS technology transfer to City organizations.	Regular	02/14/01
4075-98/99	Public Works	$4,500,000	To provide engineers, inspectors, environmental monitoring staff and construction management support for various types of work on an as-needed basis.	Regular	06/30/00
4076-98/99	Juvenile Probation	$150,000	To provide a comprehensive program evaluation system. This system will measure achievements of specific program objectives for every youth placed in programs of any kind.	Regular	06/30/99
4077-98/99	Assessor	$120,000	Restoration and rehousing services for parcel and condominium map books.	Regular	03/31/99
4078-98/99	Retirement System	$180,000	To provide consulting services to the Retirement Board to assist the Board in reviewing the governance structure relating to the administration of benefits, and interactions /communications with staff.	Regular	06/30/99
4079-98/99	Human Services	$150,000	To develop a plan for a family assessment center (city facility). The plan will include locating and planning the facility, obtaining private/public funding, and coordinating multi-department staffing and administration.	Regular	11/30/99
4080-98/99	Airport Commission	$1,327,080	To create a hydraulic model of utilities at the Airport which will help predict deficiencies in its existing system. This will allow the Airport to simulate future utility expansions and provide accurate representation of existing utilities.	Regular	12/31/99
4107-97/98	Public Works	Increase Amount $450,000 New Amount $1,150,000	To assist the City in determining the strategy for the seismic retrofit and rehabilitation of the Fourth Street Bridge; provide engineering services for mechanical and electrical work; prepare plans, specifications, estimates and design support.	Regular	07/31/01
4159-96/97	Recreation & Parks	Increase Amount $500,000 New Amount $1,000,000	Will convert moveable stands centerfield bleachers and field-level seating to foot ball or baseball configurations during the football/baseball season overlap.	Regular	07/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
597-93/94	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $26,000 New Amount $122,000	To provide as-needed consulting services to assist Hetch Hetchy, SF Water Department., and the City Attorney Office on matters related to fisheries as they pertain to the Bay-Delta hearings and other operations and fisheries.	Regular	08/31/99

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(6) **Commendation for Marsha J. Ramirez, upon her retirement from the Department of Human Resources. (File No. 0683-98-1)**

November 16, 1998: Postpone to the meeting of December 7, 1998.

Recommendation: Adopt.

(7) **Request to extend Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules. (File No. 0648-98-5)**

November 2, 1998: Direct the Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3. for an additional six months, through June 30, 1999.

Recommendation: Approve extension of Rule 13, Section 13.2.3 until June 30, 1999.

(8) **Determination of future employability of Carolyn Reilly, Class 9155 Claims Investigator. (File No. 0684-98-7)**

November 16, 1998: Postpone to the meeting of December 7, 1998.

Recommendation: Adopt report.

(9) **Proposed Civil Service Commission Meeting Schedule for Calendar Year 1999. (File No. 0728-98-1)**

Recommendation: Adopt.

REGULAR AGENDA

(10) Appeal by Joseph Daniel Hook of Background Rejection for Class 8302 Deputy Sheriff I, San Francisco Sheriff Department. (File No. 0455-97-4)

November 16, 1998: Postpone to the meeting of December 7, 1998.

Recommendation: Adopt report. Deny appeal. Sustain the decision of the Sheriff.

(11) Appeal of the decision of the Human Resources Director to Amend the Class Specification for 8444 Deputy Probation Officer and Appeal of the Terms of the Examination Announcement for 8444 Deputy Probation Officer. (File No. 0294-98-2)

November 16, 1998: Postpone to the meeting of December 7, 1998 at the request of Chris Burdick.

Recommendation: Deny the appeal of the Class Specification and the Terms of the Examination Announcement for Class 8444 Deputy Probation Officer by the Probation Officers Association.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) Determination of future employability of Jasmin Dardon, Clerk (Class 1404) Department of Parking and Traffic. (File No. 0447-98-7)

September 21, 1998: Postpone to the meeting of October 19, 1998 at the request of the Department of Parking and Traffic.

October 5, 1998: Postpone to the meeting of October 19, 1998 at the request of the Department of Parking and Traffic.

October 19, 1998: Continue to the meeting of November 2, 1998.

November 2, 1998: Postpone to the meeting of November 16, 1998 at the request of Local 790.

November 16, 1998: Postpone to the meeting of December 7, 1998.

Recommendation of the Department of Parking and Traffic:

No future employment with the City and County of San Francisco.

(13) **Determination of future employability of Chester Hixon, Storekeeper (Class 1934) Public Utilities Commission. (File No. 0504-98-7)**

November 2, 1998:	Postpone to the meeting of November 16, 1998 at the request of Local 790.
November 16, 1998:	Postpone to the meeting of December 7, 1998 at the request of Local 790.

Recommendation of the Public Utilities Commission:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City and County service. No future employment with the Public Utilities Commission.

(14) **Determination of future employability of Alfred A. Jaime, General Laborer (Class 7514) Department of Public Works. (File No. 0544-98-7)**

October 19, 1998:	Postpone to the meeting of November 2, 1998 at the request of Tom Harrison, Local 261.
November 2, 1998:	Postpone to the meeting of November 16, 1998 at the request of the Department of Public Works.
November 16, 1998:	Postpone to the meeting of December 7, 1998 at the request of Department of Public Works.

Recommendation of the Department of Public Works:

Approve automatic resignation. Cancel all current examination and eligibility status. Future employment must be reviewed and approved by the Human Resources Director after one (1) year of satisfactory work experience outside the City and County service. No future employment with the Department of Public Works.

(15) **Determination of future employability of Vincent Anderson, Truck Driver (Class 7355) Recreation and Park Department. (File No. 0440-98-7)**

Recommendation of the Recreation and Park Department:

Adopt staff report. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City and County service.

(16) **Determination of future employability of Janice Taylor, Telephone Operator (Class 1706) San Francisco City College District. (File No. 0605-98-7)**

Recommendation of the San Francisco City College District:

Adopt staff report. No future employment with the San Francisco City College.

HUMAN RESOURCES DIRECTOR'S REPORT

(17) **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0686-98-1)**

November 16, 1998: Postpone to the meeting of December 7, 1998.

(18) **Progress report on Class Consolidation Project. (File No. 0687-98-1)**

November 16, 1998: Postpone to the meeting of December 7, 1998.

(19) REQUESTS TO SPEAK

(20) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

2'7/98

MINUTES

Regular Meeting
December 7, 1998

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

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A. LEE MUNSON
COMMISSIONER

OSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

CALL TO ORDER

2:02 p.m.

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

AND ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Excused
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

MINUTES

Special Meeting of November 2, 1998

Action: Approve. (Vote of 4 to 0)

Regular Meeting of November 2, 1998

Action: Approve. (Vote of 4 to 0)

Regular Meeting of November 16, 1998

Action: Approve. (Vote of 4 to 0)

Special Meeting of November 19, 1998

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS

Due to the various Winter holidays in December, the Civil Service Commission meeting of December 21, 1998 is canceled. The Commission will meet once in December, on Monday, December 7, 1998 which is today's meeting .

0294-98-2 Appeal of the decision of the Human Resources Director to Amend the Class Specification for 8444 Deputy Probation Officer and Appeal of the Terms of the Examination Announcement for 8444 Deputy Probation Officer. (Item No. 11)

November 16, 1998: Postpone to the meeting of December 7, 1998 at the request of Chris Burdick.

Speakers:
Pro: Candy Heurlin, Department of Human Resources
Con: Chris Burdick, Attorney

Action: Postpone to the meeting of January 4, 1999 at the request of Department of Human Resources. No permanent appointments to be made until Civil Service Commission considers appeals filed by the Probation Officers Association (Teamsters Local 856). (Vote of 4 to 0)

0440-98-7 Determination of future employability of Vincent Anderson, Truck Driver (Class 7355) Recreation and Park Department. (Item No. 15)

Speakers:
Pro: Michael Lum, Recreation and Park Department
Con: Ken Sinclair, Teamsters Local 216

Action: Adopt staff report. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City and County service. (Vote of 4 to 0)

0447-98-7 Determination of future employability of Jasmin Dardon, Clerk (Class 1404) Department of Parking and Traffic. (Item No. 12)

September 21, 1998: Postpone to the meeting of October 19, 1998 at the request of the Department of Parking and Traffic.

October 5, 1998: Postpone to the meeting of October 19, 1998 at the request of the Department of Parking and Traffic.

0447-98-7 (cont'd)

October 19, 1998: Continue to the meeting of November 2, 1998.

November 2, 1998: Postpone to the meeting of November 16, 1998 at the request of Local 790.

November 16, 1998: Postpone to the meeting of December 7, 1998.

Speakers: None.

Action: Postpone to the meeting of January 4, 1999 at the request of Local 790. (Vote of 4 to 0)

0455-97-4 Appeal by Joseph Daniel Hook of Background Rejection for Class 8302 Deputy Sheriff I, San Francisco Sheriff Department. (Item No. 10)

November 16, 1998: Postpone to the meeting of December 7, 1998.

Speakers: None.

Action: Adopt report. Deny appeal. Sustain the decision of the Sheriff. Mr. Hook failed to appear. (Vote of 4 to 0)

0504-98-7 Determination of future employability of Chester Hixon, Storekeeper (Class 1934) Public Utilities Commission. (Item No. 13)

November 2, 1998: Postpone to the meeting of November 16, 1998 at the request of Local 790.

November 16, 1998: Postpone to the meeting of December 7, 1998 at the request of Local 790.

Speakers: None.

Action: Postpone to the meeting of February 1, 1999 at the request of Tod Cochran, Attorney. (Vote of 4 to 0)

0544-98-7 Determination of future employability of Alfred A. Jaime, General Laborer (Class 7514) Department of Public Works. (Item No. 14)

October 19, 1998: Postpone to the meeting of November 2, 1998 at the request of Tom Harrison, Local 261.

November 2, 1998: Postpone to the meeting of November 16, 1998 at the request of the Department of Public Works.

0544-98-7 (cont'd)

November 16, 1998:	Postpone to the meeting of December 7, 1998 at the request of Department of Public Works.
Speakers:	Pro: Jim Horan, Department of Public Works Con: Tom Harrison, Laborers Local 261
Action:	Approve automatic resignation. Cancel all current examination and eligibility status. Future employment must be reviewed and approved by the Human Resources Director after one (1) year of satisfactory work experience outside the City and County service. No future employment with the Department of Public Works. (Vote of 4 to 0)

0605-98-7 **Determination of future employability of Janice Taylor, Telephone Operator (Class 1706) San Francisco City College District. (Item No. 16)**

Speakers:	None.
Action:	Adopt staff report. No future employment with the San Francisco City College. Ms. Taylor failed to appear. (Vote of 4 to 0)

0648-98-5 **Request to extend Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules. (Item No. 7)**

November 2, 1998:	Direct the Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3. for an additional six months, through June 30, 1999.
Speakers:	None.
Action:	Approve extension of Rule 13, Section 13.2.3 until June 30, 1999. (Vote of 4 to 0)

0679-98-8 **Review of requests for approval of proposed personal services contracts. (Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2014-98/99	Human Services	$62,500	To provide training to mandated child abuse reporters and community members about child abuse, child abuse reporting, and prevention. In addition to formal training and specialized workshops, this may include outreach into the schools.	Continuing	09/30/00
4063-98/99	Public Health	$25,878,880	To provide, implement and maintain clinical/financial/managed care software applications. In addition, provide remote data processing capabilities for healthcare data exchange required to link all provider sites.	Regular	06/30/04
4064-98/99	Public Health	$140,000	To provide ophthalmology services to patients of Laguna Honda Hospital. Services will include twice weekly clinics for screening, evaluation, medical management of eye problems, referral for surgery, and post operative follow-up.	Regular	12/31/02
4065-98/99	Airport Commission	$200,000	To conduct nationwide search of senior executives/managers for positions associated with Airport expansion. The executive search will be performed through computer networking, aviation business journals and through contacts with Airport executives.	Regular	11/10/99
4066-98/99	Airport Commission	$1,595,000	To evaluate on-Airport hotel financing alternatives, advise on the timing and structure of the financing, and assist in the preparation of the financing documents. In addition, identify, evaluate and analyze Airport Commission bond refunding alternatives.	Regular	12/30/02
4067-98/99	Public Works	$100,000	To provide specialized interim services for the Recreation & Parks Department and the Port in oversight of dredging operations. Services include planning, developing and reviewing sampling plans and hydrographic surveys.	Regular	12/30/99
4068-98/99	Telecommunication & Information Services	$140,000	To provide the City with technical expertise, and assistance in developing a telecommunications plan for the City.	Regular	06/30/99
4069-98/99	Human Services	$118,667	To educate PAES clients about their rights and responsibilities; mediate between DHS and clients; participate on oversight Grievance Committee; and represent clients through grievance process.	Regular	06/30/00
4070-98/99	Mayor's Criminal Justice Council	$200,000	To process payroll information and issue paychecks to youth employees who work at various non-profit agencies.	Regular	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-98/99	Treasurer - Tax Collector	Increase Amount $228,000 New Amount $653,000	To replace the current remittance processing and cashiering system that is out of warranty, obsolete or beyond repair with more efficient technology that will be Year 2000 compliant.	Regular	02/28/99
4062-98/99	Airports Commission	Increase Amount $49,920 New Amount $99,645	To interview Airport personnel to identify Airport systems and equipment that requires Year 2000 certification, and prepare Year 2000 Risk Assessment report and recommendations.	Regular	01/31/99

November 16, 1998: Postpone to the meeting of December 7, 1998.

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0683-98-1 Commendation for Marsha J. Ramirez, upon her retirement from the Department of Human Resources. (Item No. 6)

November 16, 1998: Postpone to the meeting of December 7, 1998.

Speakers: None.

Action: Adopt. (Vote of 4 to 0)

0684-98-7 Determination of future employability of Carolyn Reilly, Class 9155 Claims Investigator. (Item No. 8)

November 16, 1998: Postpone to the meeting of December 7, 1998.

Speakers: None.

Action: Adopt report. (Vote of 4 to 0)

0727-98-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2015-98/99	Public Health	$19,999,825	To provide HIV Prevention program services to the residents of San Francisco	Continuing	12/31/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4072-98/99	Port	$80,000	To prepare an interpretative signage program for the Fisherman's Wharf area and provide the Port with approximately 30 fabricated signage panels.	Regular	02/29/00
4073-98/99	City Administrator's Office	$240,000	To provide technical assistance on and implementation of recycling programs for SF businesses and City government facilities to reduce waste.	Regular	12/31/01
4074-98/99	Public Works	$2,500,000	To provide expert Geographic Information Services (GIS) and digital mapping advice, deploy GIS mapping technology projects and provide GIS technology transfer to City organizations.	Regular	02/14/01
4075-98/99	Public Works	$4,500,000	To provide engineers, inspectors, environmental monitoring staff and construction management support for various types of work on an as-needed basis.	Regular	06/30/00
4076-98/99	Juvenile Probation	$150,000	To provide a comprehensive program evaluation system. This system will measure achievements of specific program objectives for every youth placed in programs of any kind.	Regular	06/30/99
4077-98/99	Assessor	$120,000	Restoration and rehousing services for parcel and condominium map books.	Regular	03/31/99
4078-98/99	Retirement System	$180,000	To provide consulting services to the Retirement Board to assist the Board in reviewing the governance structure relating to the administration of benefits, and interactions /communications with staff.	Regular	06/30/99
4079-98/99	Human Services	$150,000	To develop a plan for a family assessment center (city facility). The plan will include locating and planning the facility, obtaining private/public funding, and coordinating multi-department staffing and administration.	Regular	11/30/99
4080-98/99	Airport Commission	$1,327,080	To create a hydraulic model of utilities at the Airport which will help predict deficiencies in its existing system. This will allow the Airport to simulate future utility expansions and provide accurate representation of existing utilities.	Regular	12/31/99
4107-97/98	Public Works	Increase Amount $450,000 New Amount $1,150,000	To assist the City in determining the strategy for the seismic retrofit and rehabilitation of the Fourth Street Bridge; provide engineering services for mechanical and electrical work; prepare plans, specifications, estimates and design support.	Regular	07/31/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4159-96/97	Recreation & Parks	Increase Amount $500,000 New Amount $1,000,000	Will convert moveable stands centerfield bleachers and field-level seating to foot ball or baseball configurations during the football/baseball season overlap.	Regular	07/30/00
597-93/94	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $26,000 New Amount $122,000	To provide as-needed consulting services to assist Hetch Hetchy, SF Water Department., and the City Attorney Office on matters related to fisheries as they pertain to the Bay-Delta hearings and other operations and fisheries.	Regular	08/31/99

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0728-98-1 Proposed Civil Service Commission Meeting Schedule for Calendar Year 1999. (Item No. 9)

Speakers: None.

Action: Adopt. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT

0686-98-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 17)

November 16, 1998: Postpone to the meeting of December 7, 1998.

Action: Report received; file.

0687-98-1 Progress report on Class Consolidation Project. (Item No. 18)

November 16, 1998: Postpone to the meeting of December 7, 1998.

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 19)

1. Linda Jofuku, Local 21, introduced Vitus Leung and expressed her concerns about PCS #'s 4080-98/99 and 4107-97/98.

2. Vitus Leung, Local 21, spoke regarding PSC #'s 4074-98/99 and 4075-98/99.

3. Jim Horan, Department of Public Works, responded to Mr. Leung's concerns on the above items.

ADJOURNMENT (Item No 20)

2:50 p.m.

The meeting is adjourned in memory of those who died in World War II.